



4D Group

## Effective Presentations

### Who would benefit?

This course is for those who need to develop professional presentations to the highest standard, for delivery either internally or externally. A sound working knowledge of PowerPoint is required for delegates to gain most from this half-day course.

### Objective

To provide an insight into what makes an effective presentation through the use of the advanced features of PowerPoint. This will include the sourcing of video clips, sound and photo images from CD-ROM and through the Internet, for use in presentations.

### Content

Discuss individual's needs.

Review case studies to compare superior and inferior presentations.

Looking at the dos and don'ts of PowerPoint.

Sourcing video, sound and photo images from CD-ROM and the Internet.

Incorporating video, sound and photos into PowerPoint.

Creating animated graphics in PowerPoint.

Selecting appropriate images for scanning.

Understanding how to scan images, including use of various resolutions.

How to combine all the above to create effective presentations for any target audience.

### Duration

Half day

### Pre-requisites

It is assumed anyone attending this course has either attended or has the knowledge provided by PowerPoint Introduction