

Course Content

Pre-requisite

Learners are required to attend MS PowerPoint Intermediate before attending this course.

Why attend?

This two day Advanced PowerPoint course also offers insight into presenting skills: How to enhance communication techniques, as well as to make the presentation suit the needs of the audience. This course will improve confidence levels when presenting using MS PowerPoint.

How long is this course?

2 Days

Who should attend?

This course is intended for all staff members that are required to present information to an audience in a business setting.

What will be covered?

MS PowerPoint Advanced Exercises

Presenting Skills

Role Play a Presentation

Give and Receive Feedback

Day 1

MS PowerPoint

- Using themes in PowerPoint
- Creating Slide Masters
- Saving a Presentation as a Template
- Use the Outline View to create slides

Linked and embedded objects

- Create an embedded object
- Create a linked object from an existing file

Working with Sound and Movies

- How to work with Hyperlinks and action buttons
- Record Timing
- Macros
- Save the presentation as a video
- Create and share an album

Edit and proof read slides

- Check each slide for content
- Use Outline view to spell check presentation
- Add pictures to enhance the presentation
- Convert Text to Smart Art

Presenter View

- Prerequisites for using Presenter View
- Configure PowerPoint to use Presenter view with two monitors
- Deliver the presentation on two monitors

Course Content Continued

Day 2

Presenting Skills using the Four Step Process from Dale Carnegie:

Plan, prepare, practise and present

Step 1: Plan

Oral communication in the workplace

- Theories of the communication process are explained
- Communication styles are identified and discussed
- Various barriers that create problems in communication are acknowledged

Preparing the Presenter

- Understanding the fear behind public speaking and how to overcome this fear
- Unspoken communication - body language
- Oral communication
- Dress code and company image

Identify the audience

- Analyse the audience

Guidelines for preparing effective slides

- Brainstorm using all available resources
- Structure of a presentation
- How to present information effectively

Step 2: Prepare

- Place and time
- Controlling the environment
- Tips to improve presentation skills

Step 3: Practise

- Create notes for your presentation
- Read through your presentation notes using slide show

Step 4: Present

Role Play activity

- Evaluation and feedback

Accreditation Information

Keybase is accredited with the MICT Seta against SAQA US ID: 116930, NQF Level: 3, Credits: 5. This complete course is interactive and includes a role play activity, group discussions, and practical activities to ensure a clear understanding. Learners are supplied with course material, refreshments, and lunch.