

I Wish I Had Known That Yesterday! Microsoft PowerPoint - Stop the PowerPoint Madness. Please!

PART 1- PLANNING AND DELIVERING SUCCESSFUL PRESENTATIONS

FUNDAMENTALS OF A GREAT PRESENTATION	6
PLAN	8
PREPARE.....	9
PRACTICE	13
PRESENT.....	16
PROVIDE BIO FOR INTRODUCTION	23

PART 2- POWERPOINT- YOUR PRESENTATION DELIVERY TOOL

WHAT ACTUALLY IS POWERPOINT?	26
CREATE ENGAGING PRESENTATIONS.....	27
PHASE 1 PLANNING YOUR PRESENTATION	27
<i>Outlining</i>	29
<i>AutoContent Wizards</i>	36
<i>Use an Existing Word Document</i>	41
<i>Your Personal Script</i>	42
PHASE 2 PREPARING YOUR PRESENTATION	45
<i>Importance of Message</i>	46
<i>Preparation Tools</i>	49
<i>Using Graphics</i>	70
<i>Using Special Effects</i>	81
<i>Chart animation</i>	89
<i>Inserting Sounds and Video</i>	95
<i>Accessing other files</i>	99
<i>Develop custom shows</i>	104
PHASE 3 PRACTICE YOUR PRESENTATION.....	112
<i>Prepare your study notes</i>	114
<i>Perfecting your timing</i>	116
<input checked="" type="checkbox"/> <i>Rehearsing timings with narrations</i>	121
PHASE 4 PRESENT YOUR PRESENTATION	126
<i>Handouts</i>	126
<i>Keyboard shortcuts for running the show</i>	130
<i>Conducting a meeting</i>	131
GOLDEN NUGGETS	141