**Iverson Associates Sdn Bhd (303330-M)**
Suite T113 – T114, 3rd Floor, Centrepoint, Lebuh Bandar Utama
Bandar Utama, 47800 Petaling Jaya, Selangor Darul Ehsan
Tel: 03-7726 2678     Fax: 03-7727 9737     Website: www.iverson.com.my

Course Outline :: 50451A ::

**Module Title    :    Course 50451A : Surviving Public Speaking with Microsoft PowerPoint 2007 & 2010**

**Duration    :    1 day**

## Course Description

This 1 day session empowers students to acquire two unique qualities of a great presenter, appropriate skills and personal confidence. This confidence comes from knowing what to say, and being comfortable with communication skills. In this one day session, students will master the skills that will make you a better speaker and presenter.

## Audience

This course is intended for Information workers who have an understanding of Microsoft Office PowerPoint 2003/2007.

## Prerequisites

Before attending this course, students should have experience:

- This course assumes that students have some familiarity with PowerPoint.

## At Course Completion

After completing this course, you will be able to:

- Knowledge in Presentation Skills
- Preparing Materials needed for Presentation
- Choosing Fonts
- Using Animation
- Tips in Preparation for the Presentation

## Course Outline

**Module 1: Presentation Skills**

This module gives the introduction of the need to prepare for a Presentation.

**Lessons**

- Why You Need to Present
- Overcome Presentation Nightmare

- Prepare, Prepare, Prepare

**Lab : Presentation Skills**

- Review 1

After completing this module, students will be able to:

- Understand the needs of a Presentation

## Module 2: Preparing Your Materials

This module explains how to plan, organize and outline a presentation.

**Lessons**

- Planning Your Presentation
- Why Use Microsoft PowerPoint for Your Presentation?
- Organize Your Outline with Microsoft PowerPoint
- Create an Outline
- Rearrange an Outline

**Lab : Preparing Your Materials**

- Review 2
- Practice 2

After completing this module, students will be able to:

- Plan a presentation
- Organize outline with Microsoft PowerPoint
- Rearranging the outline

## Module 3: Creating Professional-Looking Slides

This module explains how to select appropriate fonts, apply customize slide background and create SmartArt in presentation.

**Lessons**

- Tips on Choosing Fonts
- Embed Fonts in Your Presentation
- Customize Slide Background
- Use Fill Effects as Background
- Apply a Design Template
- Creating SmartArt Graphics
- Insert Date and Slide Numbers
- Create Handouts

**Lab : Creating Professional-Looking Slides**

- Review
- Practice 3

After completing this module, students will be able to:

- Select Fonts
- Customize and apply Fill Effect on Slide Background
- Creating SmartArt Graphics
- Insert Date and Slide Numbers
- Create Handouts

## Module 4: Using Animation

This module explains how to enhance presentation with animation, sound and media objects.

**Lessons**

- Enhance Your Presentation with Animation
- Apply a Preset Animation Scheme
- Add Custom Animation Effects to a Slide
- Change and Remove Effects
- Animate by Word or By Letter
- Add Transition Effects with Sound
- Insert Multimedia Objects
- Package for CD

**Lab : Using Animation**

- Review
- Practice 4

After completing this module, students will be able to:

- Make use of animation effect in the presentation.
- Apply sound and transition effects
- Package presentation for distribution .

## Module 5: Preparing The Room

This module introduces the guideline and checklist before an actual presentation.

**Lessons**

- What Do You Need to Prepare?
- Room Atmosphere and Temperature
- Seating Arrangements

- Presentation Equipment

**Lab : Preparing The Room**

- Review

After completing this module, students will be able to:

- Gather the details before a presentation
- Set the right atmosphere and comfortable setting arrangement and equipment for a presentation

## Module 6: Building Speaker's Confidence

This module explains how personal grooming can affect a presentation.

**Lessons**

- Building Speaker's Confidence
- Personal Grooming
- Rehearse Your Presentation
- Anticipate Questions
- Develop A Contingency Plan

**Lab : Building Speaker's Confidence**

- Review 6
- Practice 6

After completing this module, students will be able to:

- Rehearse the presentation
- Develop a contingency plan for the presentation

## Module 7: Presentation Tips

This module share some presentation tips before and after the presentation.

**Lessons**

- Presentation Tips – Before the Presentation
- Presentation Tips – During the Presentation
- Annotate Your Slides

**Lab : Presentation Tips**

- Practice 7

After completing this module, students will be able to:

- Take note of presentation tips
- Annotate the slides