



Making Microsoft® PowerPoint Work For You

In a hurry? In this Success Series Seminar learn 3 ways you can create a presentation quickly. We'll address printing basics and then show you how to create customized handouts that work for your audience every time! You'll learn the easiest step-by-step method for building your presentation from scratch. PowerPoint has many dynamic elements you can add to any presentation. In this session, we'll focus on the best ones to enhance your message – while still maintaining a professional image. We'll wrap up with the end result. In this invaluable session, you'll learn the insider secrets for mastering live-delivery of a presentation. You'll also learn methods for sharing your presentation beyond standing in front of a live audience. We'll take a look at creating interactive websites from your work as well as how to wrap up any presentation for flawless use in any other location!



WHAT YOU WILL COVER

- ★ Elements of a professional PowerPoint presentation — text, tables, charts, clip art, photos, movies, sound
- ★ Using animation and multimedia to get your audience involved
- ★ Creating "flow" through transitions that hold viewers' attention
- ★ How to give continuity to your slides by using the Master's background, styles, and color scheme
- ★ Valuable time-savers to help you rearrange text, topics, titles, or bullet points

HOW YOU WILL BENEFIT

- ★ How to create speaker notes, meeting notes, and audience handouts
- ★ Integrate with Word, FrontPage, Excel, and Outlook
- ★ Understanding output options — printed, on screen, and over the Internet or an intranet
- ★ Creating a "looping show" for pre-shows, breaks, exit shows, and kiosks
- ★ "Action items" — how to use them to compel meeting members to act on your message

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