Microsoft PowerPoint
From User to Power User

This workshop is a comprehensive, 2-day program that teaches YOU how to plan, organize, and deliver multimedia presentations like PowerPoint Power Users do. Our instructor-led, LIVE, virtual workshop provides everything you need to quickly create and deliver impressive, professional presentations. Focused on the most efficient and effective Power User features, you'll get in-depth training to make your PowerPoints more effective, engaging and interactive.

What Will We Cover?

- ⭐ Structure your PowerPoint presentations for the BEST possible results
- ⭐ Eliminate bullets and enhance slides with SmartArt
- ⭐ Learn how creating a "slide deck" will save your team time and get presentations done quickly
- ⭐ Add more interactivity to any presentation with "Summary Zoom"
- ⭐ Connect your presentation to other Office® and web applications
- ⭐ Discover how to set up slide transitions and time them correctly
- ⭐ Set up a storyboard to organize your slides
- ⭐ Demonstrate how to insert hyperlinks within a presentation or externally
- ⭐ Work faster with all the keyboard shortcuts the pros use
- ⭐ Learn how to create user-friendly, print-ready handouts
- ⭐ Master the core elements of PowerPoint
- ⭐ Capture audience attention like a public speaking pro
- ⭐ Use proven strategies to make your message memorable
- ⭐ **Plus, so much MORE!**