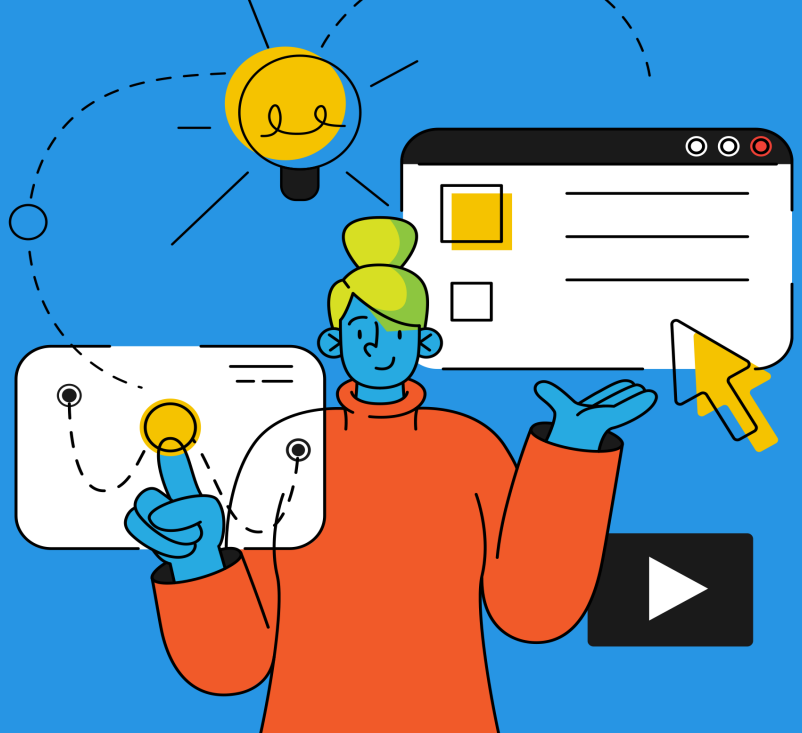
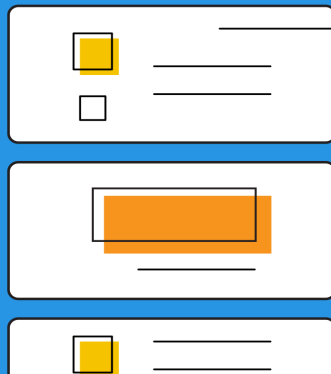


Microsoft 365[®] PowerPoint[®] Training



From animations and transitions to integrations and more, master PowerPoint tools and techniques to create presentations with authority and impact.

Presentations are valuable opportunities. They are your “day in the sun” to sell, persuade, inform, educate, attract and entertain. From text and image creation to animations, transitions and integrations, the tools available in Microsoft® PowerPoint® can be beneficial in creating an exciting, informational and valuable presentation.

If you have ever had to sit through a dull or disastrous presentation, then you understand just how important navigating the ins and outs of PowerPoint can be to your success — and your organizations. Whether you present for a living, present occasionally, or have never presented before, enhanced PowerPoint® skills will make your job easier — and your presentations far more professional. With the skills gained from attending this powerful half-day seminar, you will learn how to stop using trial and error methods and start getting the results you’re looking for today.

***Note:** This seminar is intended for PowerPoint® users with Microsoft® Office 365® knowledge. The concepts, tools, and lessons apply to other versions of PowerPoint® however, the content will be demoed in a Microsoft® PowerPoint® for Office 365® software.

What You’ll Learn

- Identify your audience and define your message.
- Outline and storyboard your presentation.
- Know the hardware and software you’ll need for creating and delivering every type of presentation.
- Know the right format, style and language to reach your audience.
- Use built-in templates and themes for quickly creating professional presentations
- Learn animation, video, sound clips and SmartArt® that get your audience involved.
- Know the basics of conferencing and network/virtual presentations.
- Discover how to create a “looping show” for preshow, breaks, exit shows and kiosks.