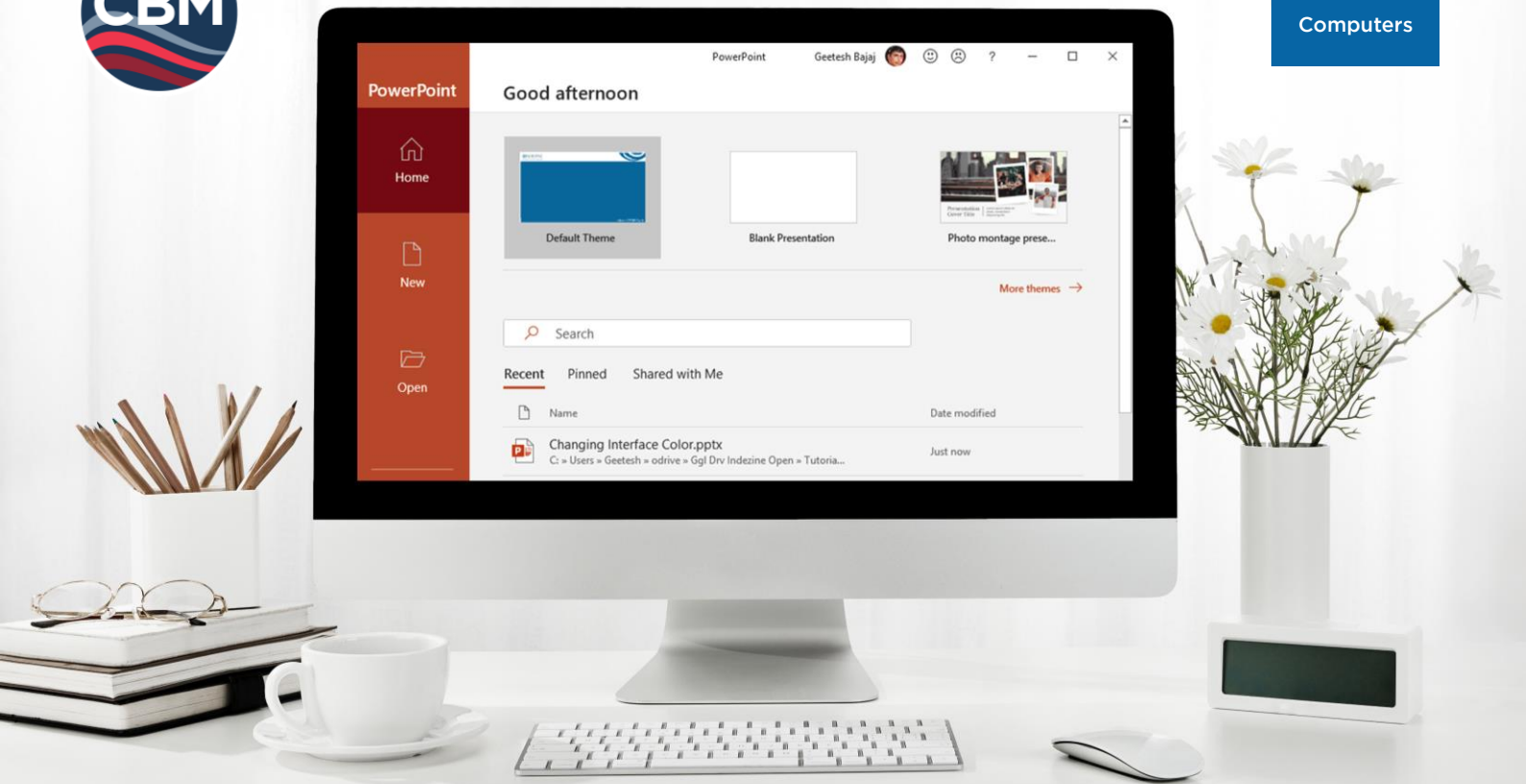




Computers



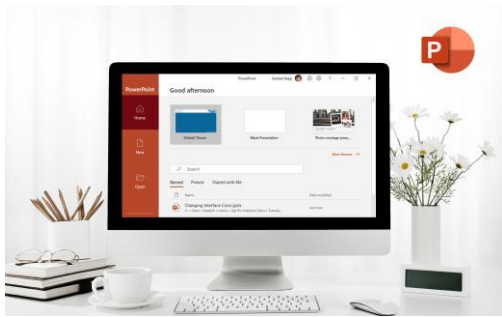
# MS PowerPoint for Business and Office Professionals



2 Day Course



Classroom or Virtual Blended Training



## About the Course

 **Classroom:** R 6, 850 Excl. VAT | **Virtual Training:** R 5, 750 Excl. VAT

MS PowerPoint is an extremely powerful package, but most people just scratch the surface of what it can do. It is actually remarkably easy to produce a powerful, effective support to your presentation that is alive with colour and images.



[View Public Dates](#)



2 Days



Accessible from any Location on any Device



Certificate of Attendance

This 2-day, hands-on **MS PowerPoint for Office Professionals** course will demonstrate step-by-step how to create Microsoft PowerPoint presentations from start to finish including the setting up of charts, slides, graphs and even incorporating advanced digital effects such as sound, embedded video, shuffling and animation.

Learn how to take basic information and using some simple rules and guidelines, turn this into an eye-catching, dynamic PowerPoint slideshow that will add value to the presenter – whether it is yourself or your manager.

## What you will learn

- Transforming an Average Presentation into a Winner!
- Getting more done using Basic to Advanced PowerPoint features to Customise your Presentation
- Creating a Visual Impact by inserting graphs, images, tables and figures to compliment the facts
- Grabbing the Attention of your Audience by adding Special Effects that create an impression that lasts
- Personalising your Presentation by honing in on your Creative skills using the Drawing Tools
- Controlling the Layout of your Presentations by knowing how to apply various Structural Templates
- Saving Time by using Customised Shortcuts and Toolbars
- Maintaining the Consistency of your Presentation by understanding its Key Elements and how they interlink with other MS Office Applications
- Stimulating Interest by starting with a "Presentation Hook"
- Attracting Attention with Sound, Images and Animation

**By attending this practical course, you will refine your current skills whilst being introduced to the more advanced features of MS PowerPoint to save you time in the office.**

## Who should attend

Secretaries, Administrators, Marketing Administrators, Marketing Managers, Sales Professionals, Line-Managers, Project Managers, Personal Assistants and any professionals who frequently need to develop presentation slides either for themselves or their manager

# Course Programme Agenda

## The Role that the Visual Aid Should Play in an Effective Presentation

- Introduction to presentation theory
- Keys to communicating with impact
- Techniques to increase retention

## Communicating with Multimedia

- Understanding the power of a PowerPoint slideshow in your presentation

## Identifying Ineffective Presentations

- Examples of poor presentations
- Characteristics of poor presentations
- How to prevent creating a poor PowerPoint presentation

## The Main Elements of a Presentation

- Identifying the main elements to create a powerful and engaging Presentation
- Laying out the PowerPoint presentation for success

## Three Parts of a Presentation

- The Introduction
- The Body
- The Conclusion

## Developing a Presentation Hook

- Using a 'Hook' to stimulate interest in your presentation
- Different types of hooks to consider

## Navigating MS PowerPoint

- Understanding the User Interface
- Utilising the Basic MS PowerPoint features
- Time saving tips when using PowerPoint

## Guidelines for Effective Slide Layouts

- Characteristics of effective slides
- Building up your slides
- Using Fonts and Colour effectively
- Presenting Tables and Figures in your PowerPoint presentation

## Presenting Charts and Graphs

- Turning data in charts quickly and easily
- Selecting appropriate charts
- Setting up parameters for simplicity

## Using Sound and Animation in PowerPoint

- Using Images, Animation and Sound
- Drawing and working with Objects
- Learning not to "Overdo" it

## Advanced use of MS PowerPoint

- Working with MS PowerPoint's advanced features
- Setting up Templates and Master Documents
- Customising Slide Layouts

## Using Master Slides

- Speeding up changes
- Creating a common look throughout your PowerPoint presentation

## Customising the PowerPoint Work Environment

- Changing your Toolbars and Ribbon Features
- Working with Files and Directories
- Creating PowerPoint Templates

## Evaluating your Presentation and PowerPoint Slides

- Checking for consistency and style
- Ensuring that there is a logical flow of thoughts – PowerPoint slides correspond to the presentation
- Checking grammar and spelling throughout the PowerPoint slideshow



# Short Course Training Formats

We offer 2 Short Course Training Formats, to fit in with your staff development and upskilling objectives.



## Public Training

Public training is the ideal choice to develop a specific skill, and it gives employers the opportunity to pre-plan staff training in advance. Every month, we pre-schedule various short courses for the public.

\*Classroom training (Johannesburg only) and Blended / Virtual Training (nationwide) is available.



## Onsite / In-House Training

Have a group of delegates and want a tailored organisation-specific training solution? Onsite training is the perfect choice! We can customise your staff training to meet your organisation's needs on a date and at a venue that suits you.

\*Classroom training (nationwide) and Blended / Virtual Training (nationwide) is available.

Blended training is available on these popular platforms:



# Benefits of this Short Course



Staff Acquire Vital Skills



Increases Efficiency and Productivity



Motivates and Empowers Staff



Future-Proofs your Workforce's Abilities



Immediate Impact on Job Performance



Can lead towards a Competitive Advantage



Can Count towards your B-BBEE Score



Provides a Great Networking Opportunity

# Features of this Course



Accessible from any Geographic Location



Expert Facilitators



Practical and Intensive Sessions



Researched to Meet Workplace Demands



Skills you can 'Plug-and-Play' into the Workplace



## CBM On-Demand

Training when YOU need it!

No public training short course scheduled on a date when you need it most? No problem. With **CBM On-Demand** we can schedule any course you want, for as many delegates as you need, when YOU want to!

All you need to do to arrange your 'On-Demand' course is to get in touch with us on (011) 454 5505 or email [cassidy@cbm-training.co.za](mailto:cassidy@cbm-training.co.za). Let us know what your skills development requirements are and we will then arrange your On-Demand course, when YOU need it.



## Interested? Here's the Next Step



### SIGN UP NOW AND SECURE YOUR PLACE

1. [Click here](#) to register online.
2. Select the training methodology you prefer and the date you would like to attend.
3. Click "make a booking" and fill out the quick online registration form.
4. Choose your payment method to finalise the booking and pay via EFT or credit card.

OR

Click on the buttons below to get a cost estimate before booking.

[Work out a Cost Estimate](#)

[Request a Quotation](#)



### HAVE ANY QUESTIONS?

Our professional customer support team is eager to assist and provide you with comprehensive advice and recommend effective skills training solutions.

[Click here](#) to start a live chat with an agent (*available during business hours only*).

Alternatively, call us on +27 (0)11 454 5505 or email [info@cbm-training.co.za](mailto:info@cbm-training.co.za).

## ACCREDITATION AND B-BBEE



CBM Training holds full institutional accreditation status with the Services SETA – accreditation number 0057.



CBM Training has a B-BBEE Level 2 certificate. We have been evaluated and audited by the BEE Verification Agency.

## GET IN TOUCH

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