

PowerPoint Basics & Beyond

Confidently create compelling slide presentations when you fully understand the features and nuances of PowerPoint.

Create and build upon master pages and templates.

Implement notes (or an outline) to add text and visual elements.

Customize a presentation with animation and transitions.

**One and a half days of classroom instruction,
practice, and individualized learning.**

One year of direct support.



YOU ARE INVITED TO LEARN: Create a PowerPoint presentation:

- ◆ Get to know PowerPoint.
- ◆ Create your presentation slides.
- ◆ Add visual elements.
- ◆ Embellish your slides.
- ◆ Interact with your audience.

ABOUT PowerPoint Basics & Beyond

Confidently create slide presentations by learning to use PowerPoint

The backdrop for most presentations are your PowerPoint slides. Yet, like most of us, you learned to create slides through the hunt and click method. Instead, start from the beginning to build your presentation slides. Topics include how to create the four kinds of master slides; use toolbars and the formatting palette; implement slide design, layout, color scheme, and backgrounds; create headers and footers; insert pictures (including graphics and photographs), text, notes, movies and sounds, charts, tables, and objects; and choose and format fonts. After the slides are created, learn to use the presentation tools to set slide transitions, animations, and other actions; rehearse timings; view and adjust the show... even record narrations and set up self-running shows.

Benefits you will attain. This class enables you to become proficient with this essential slide-creation tool. You will learn the fundamental features that enable you to establish the foundation for a presentation, and then focus on creating engaging, informative content.

CLASSROOM TOPICS

Diligently create your presentation one step at a time, and thoroughly understand PowerPoint.

Get to Know PowerPoint

- ◆ Discover what's new in PowerPoint 2010.
- ◆ Understand the window, the Ribbon, and the toolbars; change views; enable the ruler, guides, gridlines, and color views.

Create Your Presentation Slides

- ◆ Open an existing presentation or create a new one; close and save; get help.
- ◆ Create slides from an outline, the slide pane, or a layout; insert and manipulate slides (sections, size, and orientation); apply a template or theme (to ensure a consistent look); work with master slides and master styles (to easily automate slide creation).
- ◆ Enter text; create and manipulate text boxes (shape, auto-fitting text, adding headers and footers).
- ◆ Format text: fonts; size; color; tabs; bullet and number lists; line, paragraph, and character spacing; check spelling; auto-correct; find and replace; add WordArt, text effects, symbols, and special characters.

Add Visual Elements

- ◆ Draw and insert lines and shapes (including callouts); format, resize, and arrange objects and apply effects.
- ◆ Build tables, resize them, add rows and columns, apply styles, add borders and shading, format cells.

- ◆ Create diagrams, edit text, format a diagram, modify its structure.
- ◆ Find, insert, and modify clip art.
- ◆ Create charts, choose a chart type, manipulate chart data, add labels, control axes, format a chart, work with 3-D charts and chart templates.
- ◆ Insert photographs, adjust and correct them, resize and crop them.
- ◆ Link and embed objects from other applications (such as charts and graphs) and then edit these objects.

Embellish Your Slides

- ◆ Add audio and sound effects and configure its playback; add music and soundtracks.
- ◆ Insert video, change its formatting and specify playback options.
- ◆ Add animation to your slides; set transitions between slides.

Interact with Your Audience

- ◆ Rehearse and run your slide show, collaborate with others to create a presentation, share a presentation on the Web.
- ◆ Print your presentation, create speaker notes and handouts.
- ◆ Give your presentation live, or create user-interactive and self-running presentations.
- ◆ Create a presentation design to use as a template, adding auto-text, and customizing toolbars and menus. Use these templates as a basis for future presentations to ensure a consistent look-and-feel.

SOLARI'S LEAD INSTRUCTOR

Rich Maggiani



Certified Teacher

Rich is certified to teach professional adults down to high school students. He teaches communication classes to business professionals across the country, as well as to both undergraduate and graduate students. Rich understands that classroom skills must transfer to the job to be most effective, and employs techniques to ensure that training transfers. He holds a Masters degree in Administration, and a Bachelor's in Education. In 2008, Rich earned the rank of Fellow from the Society for Technical Communication. Learners benefit from his academic and professional background.

Instructional Designer and Trainer

For over twenty years, Rich has been designing instruction and teaching for universities, nonprofits, governments, and corporations small and large. Instructional materials include instructor guides, student guides, reference manuals, job aids, tutorials and online help, curricula, and classroom content (concepts, skills, exercises, practice activities and scenarios, and discussion questions). He regularly presents at professional conferences on a variety of communication topics. Rich also writes a series of position papers on communication topics, and authors a column for the professional communication periodical, *Intercom*.

Communication Professional

Rich founded Solari Communication to offer clients a spectrum of communication services that enable companies to prosper. As a business owner, Rich fully appreciates that simple, clear communication is crucial to success. Rich ensures that skills he imparts in the classroom not only benefit students, but more importantly, enable your company to attain its goals.