DURATION

7.75 hours

COURSE OBJECTIVES

To equip users with the skills to create effective and attractive presentation slides using Microsoft PowerPoint.

TARGET AUDIENCE

This course is suitable for participants who need to plan, create and deliver presentations at their workplace.

ASSUMED SKILLS

- Learners must be able to read, write, speak and listen to English at secondary school level
- Learner should have working knowledge of Microsoft PowerPoint

COURSE OUTLINE

Overview of Course

Mindset of the audience

- Show the top annoyance of the audience base on a survey
- Explain the problem with today's approach towards designing slides
- Explain the fallacy of solely using the left side of the brain during design
- Show examples of slides designed with the left side of the brain
- Explain the advantages of using the right side of the brain during design
- Show examples of slides designed with the right side of the brain

Fundamentals of Design, Part 1, Guidelines

- Explain how the usage of guidelines affect design
- Show examples of slides using guidelines effectively

Designing Slides with Guidelines

- Participants to redesign a slide using guidelines effectively

Fundamentals of Design, Part 2, Fonts

- Explain how the usage of fonts affect design
- Show examples of slides using fonts effectively

Designing Slides with Fonts

- Participants to redesign a slide using fonts effectively

Fundamentals of Design, Part 3, Colours

- Explain the theory of colours
- Explain how the usage of colours affect design
- Show examples of slides using colours effectively

Designing Slides with Colours

- Participants to redesign a slide using colours effectively

Designing Graphics, Part 1, Pictograms

- Explain how the usage of pictograms affect design

- Show examples of slides using pictograms effectively

- Demonstrate how pictograms can be created through the usage of different shapes

Designing Slides with Pictograms

- Participants to create various pictograms through the usage of different shapes

Designing Graphics, Part 2, Silhouettes

- Explain how the usage of silhouettes affect design

- Show examples of slides using silhouettes effectively

- Demonstrate how silhouettes can be created through the usage of the "Freeform" tool

Designing Slides with Silhouettes

- Participants to create various silhouettes through the usage of the "Freeform" tool

Injecting Animation, Part 1, "Zoom" and "Transparency" Effect

- Show examples of badly designed slides with complex tables and charts

- Demonstrate how complex charts and tables can be better designed by using

the "Zoom" and "Transparency" effect

Designing Slides through injecting "Zoom" and "Transparency" effect

- Participants to employ the "Zoom" and "Transparency" effect when redesigning a slide with complex table and diagrams

Injecting Animation, Part 2, "On Click" Effect

- Show examples of slides where more than 5 bullets points are shown all at once

- Demonstrate through the "**On Click**" effect, bullet points in the slides can be presented more effectively

Designing Slides through injecting the "On Click" effect

- Participants to employ the "On Click" effect when redesigning a slide with more than 5 bullets points which are shown all at once

Designing Effective Charts, "3 Big Questions" Technique

- Show examples of charts with overwhelming and unnecessary amount of data and elements

- Show examples of charts that are effectively designed

- Explain to participants about applying the "3 Big Questions" technique when designing their charts

Designing Effective Charts through applying the "3 Big Questions" Technique

- Participants to employ the "3 Big Questions" Technique when redesigning a slide with overwhelming and unnecessary amount of data and elements

Websites with Freebies

- Show 3 photos that are legitimate

- Participants will be given a deck of slides which are badly designed

- Participants to apply the techniques learned throughout the day and redesign a deck of slides

- Presentation

Critique

- Trainer and participants to critique slides redesigned by participants

- Conclusion and Wrap-up