## COURSE DURATION

17 hours

## COURSE SYNOPSIS

This course sets out advanced knowledge relating to planning and designing presentations. This is to ensure that the presentation is crafted to appeal to the intended audience. Learners will also acquire the skills needed to produce attractive and high impact presentations using the advanced features in a presentation application. Learners will then be taught the finer points in engaging with the audience and deliver the presentation in a professional, clear and effective manner.

## COURSE OBJECTIVES

By the end of this course, learners will be able to:

- Identify and gather information on target audience

- Create and modify templates and slide master

- Integrate advanced presentation features to enhance a presentation

- Deliver presentation in accordance with relevant strategies and delivery methods

## TARGET AUDIENCE (OPERATIONAL, SUPERVISORY & MANAGERIAL)

This training is relevant to all staff who are required to acquire advanced presentation concepts and be able to plan and produce effective and high-quality presentations using the advanced features of a presentation application. It is also relevant to all staff that are required to deliver presentations in an enticing and clear manner.

## ASSUMED SKILLS:

- Learners must be able to read, write, speak and listen to English at secondary school level

- Learners to have minimum GCE 'O' level or ITE certificate education

- Learner should have at least 1 year's working experience in any industry.

- Learners must be able to operate a personal computer, use keyboard and mouse

- Learners are expected to have basic to intermediate knowledge of using Microsoft PowerPoint

## TRAINING METHODOLOGIES

Lectures, demonstration and hands-on activities designed to provide practical experiences with skills being taught.

## COURSE CONTENT

**Learning Unit 1: Presentation Planning**

- Identify audience demographics and environment considerations

- Understand design, content and layout considerations to facilitate planning of presentation to suit target audience

**Learning Unit 2: Create A Presentation**

- Create presentation from Word outline to facilitate target audience's understanding of key concepts and ideas

- Create presentation from other presentation to facilitate target audience's understanding of key concepts and ideas

- Export a presentation to other formats

- Linking and embedding content between Microsoft applications

**Learning Unit 3: Apply and Modify Themes and Slide Masters**

- Apply pre-set Themes

- Modify Theme colour scheme and background

- Edit Slide Master

- Modify background colour and graphics

- Create new Slide Master and Slide Layout

**Learning Unit 4: Use and Format Graphical Objects**

- Insert and format shapes

- Insert and format pictures and images

- Handle graphical objects

**Learning Unit 5: Use and Format Charts and Diagrams**

- Insert pre-set charts and combination charts

- Edit chart formatting

- Insert and format SmartArt objects

**Learning Unit 6: Multimedia and Animations**

- Insert online videos

- Insert and manage videos and sounds

- Create audio and screen recordings

- Apply and modify animations

- Apply and modify slide transitions

**Learning Unit 7: Finish and Deliver A Presentation**

- Presentation delivery considerations

- Identify and select presentation strategies and methods using the AIDA 4 step method of delivery

- Methods to engage with audience

- Identify strategic points during presentation delivery to summarise key concepts

- Identify strategic points during presentation delivery to obtain feedback from audience

- Custom shows

- Apply slide show settings