PPT-EFF - Effective communication with PowerPoint

Microsoft - PowerPoint - Office

Durata:	Lingue:	Certificazione:
2 Giorni	**Italiano**	**-**

Descrizione del corso

The audience is very sensitive to the quality of a presentation and remember only part of what it sees. Therefore, it is fundamental to capture the audience's attention during the most important and significant moments. The course provides participants with the necessary techniques to create clear and effective presentations.

Programma

1. Analyzing information and resources
• Defining presentation contents according to goal, receiver and context
• Creating a work plan starting from information: how to build the storyboard
2. Planning the presentation
• Content sequence
• Colors and images: how to use them
• Defining the slide master
• Using standard and custom layouts, themes and models
3. Presentation text
• Formatting characters and paragraphs: choosing font, dimensions, alignment, spacing, etc.
• How to highlight key messages and manage data
4. Adding charts to a presentation
• Choosing the chart type according to the given data
• Essential elements of a chart

5. Animating the presentation
• When and how to use animations and how to add sound effects and multimedia
• Creating animated slides
• Defining reading paths with hyperlinks
6. PowerPoint and Public Speaking
• How to structure a speech
• Using the slide to support the speech
• Interpersonal communication
• Managing an audience
• Verbal, nonverbal, paraverbal communication
o Predicting questions and contributions in a presentation
7. Final exercise: creating an effective presentation and delivering it