

Microsoft PowerPoint Training

Course Overview

The aim of this course is to help you use PowerPoint to communicate and articulate communications in an effective and efficient manner. It will take you through best practice examples of building powerful presentations to help convey a story in a way people can easily understand

Benefits

The course will enable you to:

- ✓ Identify the common characteristics of good and bad presentations
- ✓ Simplify your presentation to make it more insightful
- ✓ Understand about different slide layout techniques and making a visual impact
- ✓ Apply rigorous formatting standards to the work you produce
- ✓ Become aware of the timings involved to plan and create a presentation

Our Approach

- Our approach to pack making is about building smart, insightful slides, not just lots of slides
- The course uses real-life case study examples to bring the course to life – each group of trainees will have the opportunity to review, critique and create PowerPoint slides
- It focuses less on the theory and more on the practicalities of insightful slides
- The training allows for group discussions throughout the day
- We also provide 'hints and tips' throughout the day based on our learnings from projects
- The course requires basic knowledge of PowerPoint

Format

Although there is no minimum number required, we would expect 10-15 people to attend this course to allow for group discussions and case study exercises

The course runs from 9am – 5pm. Attendees are required to bring their laptops as they will use them to create slides throughout the day

Cost

Please get in touch to find out about our fee structure and to discuss the support required

About PatelMiller

PatelMiller is a business consultancy that works closely with its clients to develop their strategies and deliver their full benefit. Our team have gained their skills from working for leading consulting firms as well as the world's best retailers. Our service offering includes, Strategy, Analytics, Lean Operating Models, Programme Management, Digital and Due Diligence

Find out more:
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What's Covered

Session 1

Objectives: Understand the course objectives and how these relate to your company's values

Session 2

Slide layout: Learn about making powerful slides through better alignment, charts, colours, structure, etc.

Session 3

Slide layout exercise: Review and critique an existing pack to understand the do's and don'ts

Session 4

Pack making process: An overview of what to do and the timescales involved

Session 5

Packing making process exercise: Using the case study provided, storyboard and plan the layout of the pack

Example