

## Creating Better PowerPoint Presentations

**Length:** 1 Day

**Prerequisites:** Intermediate knowledge of how to use PowerPoint

**Summary:** The student will learn how to make their PowerPoint presentations better by using text, media, and design appropriately. They will learn what to do and what not to do using PowerPoint.

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### COURSE CONTENT

- How To Organize A PowerPoint Presentation
- Overall Design Considerations
- How To Use Text Properly
- How To Use Images Properly
- How To Use Graphs Properly
- How To Use Multimedia Properly
- The Act Of Presenting
- Preparing For The Unexpected
- The Do's And Don'ts Of PowerPoint Presentations
- Using Microsoft Word To Streamline Presentation Creation