

## PowerPoint Presentation: Do's and Don'ts

**Length:** 5 Days

**Summary:** In this course you will learn the do's and don't of presenting using a PowerPoint.

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### COURSE CONTENT

#### DAY 1: UNDERSTANDING THE RULES OF ENGAGEMENT

- Do's and Don'ts in PowerPoint Presentations Do's
- Understanding the 10-20-30 Rule of Presenting
- Knowing Your Audience
- Boredom Avoidance

#### DAY 2: COMMUNICATING TO YOUR AUDIENCE

- Story Telling (Engagement – Understanding- Responding)
- Presentation Format (Setup-Development- Resolution)
- Using Humor (When and When Not to)
- Audience Communication/Feedback

#### DAY 3: USING VISUALIZATIONS TO CONNECT

- Creating Presentation Structure
- Using Visual Elements, Clipart and Graphs
- Using Keywords
- Organizing Your Information
- Using Proper Fonts, Bullets and Shapes

#### DAY 4: SLIDE FORMATTING IDEAS AND RECOMMENDATIONS

- Integrating Colors into Your Presentation
- Integrating Animation and Sounds
- Slide to Slide Transition
- Noise Effects (When and When Not To)

#### DAY 5: PRESENTATION CONCLUSION

- Using Text
- Using Handouts
- Practice Presenting (Participation)
- Presentation Conclusion