

**I Wish I Had Known That Yesterday!  
Stop The PowerPoint Madness. Please!**

*Table of Contents*

**Part 1- Planning and Delivering Successful Presentations**

Fundamentals of a Great Presentation

- ♦ Plan
- ♦ Prepare
- ♦ Practice
- ♦ Present

**Part 2- PowerPoint- Your Presentation Delivery Tool**

*Phase 1 Planning your Presentation*

- ♦ Outlining
- ♦ Using a summary slide
- ♦ AutoContent Wizards
- ♦ Use an Existing Word Document

*Phase 2 Preparing Your Presentation*

- ♦ Choose a slide layout
- ♦ Font feeling and formatting
- ♦ Design Templates and Custom Design Templates
- ♦ Modify slide masters
- ♦ Inserting graphics and logos
- ♦ Fill drawings with pictures
- ♦ Apply a 3-D effect and shadows
- ♦ Add text to a shape
- ♦ AutoShapes
- ♦ Clip Art
- ♦ Search on key word to insert clip art

## **I Wish I Had Known That Yesterday! Stop The PowerPoint Madness. Please!**

- ♦ Recolor graphics
- ♦ Dynamically formatting Charts
- ♦ Using Special Effects
- ♦ Animation effects
- ♦ To animate or not to animate
- ♦ Preset Animation
- ♦ Custom animation
- ♦ Chart animation
- ♦ Inserting Sounds and Video
- ♦ Use an animated GIF
- ♦ Accessing other files
- ♦ Linking to information
- ♦ Delivering the presentation with linked files
- ♦ Develop custom shows
- ♦ Combining Presentations
- ♦ Summarizing your presentation

### **Phase 3 Practice Your Presentation**

Modify speaker notes

Prepare your study notes

Perfecting your timing

Rehearse timings with narrations

Prepare multiple versions

### **Phase 4 Present Your Presentation**

- ♦ Handouts
- ♦ Print notes
- ♦ Start the show
- ♦ Keyboard shortcuts for running the show

## **I Wish I Had Known That Yesterday! Stop The PowerPoint Madness. Please!**

- ♦ Conducting a meeting
- ♦ Using the Pen feature
- ♦ Capturing Meeting notes
- ♦ Recording Action Items
- ♦ Add tasks to Outlook calendar
- ♦ Provide feedback on meeting
- ♦ Delivering a lecture
- ♦ PowerPoint over the Web

### **Golden Nuggets**

Nugget 1 Points to Remember

Nugget 2 Presentation Checklist

Nugget 3 Resources

Nugget 4 Sample Introduction

Nugget 5 PowerPoint To Go

Nugget 6 Presentation Errors To Avoid

Nugget 7 Pasting Excel Charts into PowerPoint

Nugget 8 Finding Lost Slide Items