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| Description:  This workshop covers principals on delivering an interesting presentation using images. Let the Notes become the script and allow images tell your visual story to effectively engage your audience. There are many types of PowerPoints, but this workshop has to do with the lecturing and presenting aspect. Using graphic design and presentation rules, you can better engage your audience using PowerPoint presentations. Participants will narrate a PowerPoint presentation. Duration:  1 hour  Format of workshop  F2F or online | Objectives:   * Associate principals of delivering an interesting presentation * Construct clear and engaging PPT slides * Select images for crafting a visual story in PPT * Build PowerPoint using Slide Narration and Kaltura Screencasting |

**Agenda**

I. Welcome

a. Attendance Sign-In

II. Review Sample

III. Finding Images to craft your story in PowerPoint

1. [Search Creative Commons](https://search.creativecommons.org/)
2. [Pexels.com](http://www.pexels.com/)
3. [Freeimages.com](http://www.freeimages.com/)

IV. Making the most out of PowerPoint

1. Less is More
2. Use Features (Notes, SmartArt, Charts)
3. Presentation Skills & Tips
4. Create effective visualizations
5. Change Slide Master

V. Narrating PowerPoint

1. PowerPoint Slide Narration
2. Narrate using Kaltura CaptureSpace Screen Recording tool

VI. Sharing PowerPoint

1. Saving options ( pdf, jpg, PPT Presentation, PowerPoint Show, MPEG 4 Video)
2. Print and Package