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| Description: This workshop will provide the basics on how to create a PowerPoint Presentation. Participants will discover how to use the design templates, and use common tools available in PowerPoint such as adding images, animations, transitions, and PowerPoint narration. Duration:  1 hour    Format of workshop  F2F or webinar  What you need to bring  Nothing! Just show up with an open mind ready to learn. | Objectives:   * Review design templates * Build well readable and easily understandable title slide, new slides and presentations for lecturing and presenting * Develop a PPT with bulleted text, images, hyperlinking * Choose animations, visualizations, and graphic design concepts to improve your power point. * Review best practice of presenting focusing on the presenter being more important than the slides * Utilize PPT features to maximize the message |

**Agenda**

I. Welcome

a. Attendance Sign-In

II. Basics of PowerPoint

1. Slide Design
2. Create Title Slide, add new slides
3. Choice of fonts and font sizes
4. Bulleted Text
5. Changing slide layouts
6. Insert images, multimedia and charts
7. Hyperlinking to other slides, other files, or Internet
8. Basic Animations, Transitions
9. The Slide Master

III. Making the most out of PowerPoint

1. Presentation Basics
2. Using Notes
3. Examples showing the good and not so good.

V. Sharing PowerPoint

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