



Using Microsoft PowerPoint for Sales Presentations

Duration: 6 hours

Objectives

This course demonstrates how to create visually appealing presentations using PowerPoint's design templates and implementing new themes. The course also explores the introduction of Smart Art, a feature that allows you to add some glamour to your presentations by using colors and shapes to emphasize text and data. Microsoft's PowerPoint 2007 is one of the world's most widely used applications for creating presentations. Powerful, high-impact slide shows come to life with the addition of multimedia to your presentations. Engage your audience by keeping things lively and interactive with movie and sound clips, animated slide content, and slide transitions. This course will also help you to make the most of all these features. This course also shows you how to create custom slide shows that meet your differing audiences' needs.

Target Audience:

This course is intended for sales executives or any personnel of the enterprise or those wishing to become familiar with PowerPoint 2007.

Prerequisite:

Basic desktop computer literacy and a familiarity with the Microsoft Windows environment

Course Outline

Part 1 - The Do's and Don'ts of a good presentation (Theory)

Part 2 - The Key Ingredient for an Effective PowerPoint Presentation (Theory)



Learning

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Key Component of FRCI

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Part 3 - Adding Graphics to Presentations

- Apply a theme to a presentation in PowerPoint 2007
- Customize a theme in a PowerPoint 2007 presentation
- Insert objects in PowerPoint presentations
- Modify the appearance of PowerPoint slides using smart art graphics
- Apply a theme to a PowerPoint presentation
- Add an object to a slide in PowerPoint
- Add a smart art graphic to a PowerPoint slide
- Modify a smart art graphic in PowerPoint
- Add a chart or a table in PowerPoint
- Modify the data in an embedded chart
- Change the appearance of a PowerPoint chart
- Modify the appearance of a PowerPoint table
- Insert a chart in a PowerPoint slide
- Change how a chart looks in PowerPoint
- Modify the data in a PowerPoint chart

Part 4 - Adding Multimedia and Animations to Presentations

- Insert a multimedia clip in a presentation
- Insert a sound clip in PowerPoint
- Animate an object in PowerPoint
- Insert a multimedia file in a PowerPoint slide
- Apply a custom animation to a slide object
- Specify a transition for a slide in PowerPoint
- Recognize the options for transitioning between slides in a presentation
- Identify the ways to enhance navigation in a PowerPoint presentation
- Add a hyperlink to a slide
- Add an action button to a slide
- Specify a slide transition for a slide
- Add an action button to a presentation



Part 5 -Running, Broadcasting, and Reviewing Presentations

- Set up slide shows
- Run a slide show presentation
- Set up and run slide shows.
- Rehearsing slide shows
- List ways of making presentations more effective.
- Broadcasting a presentation online.
- Set up broadcast settings and schedule an online broadcast of presentation.
- Use the presentation review process.
- Send a PowerPoint presentation for review and reconcile the review.