Visual Aids for Perfect Presentations (PowerPoint & Prezi)

Course Duration

1 Day

Objectives & Expected Outcomes

Know when to use Visual Aids

Be able to run Visual Aids without distracting the audience

Understand the most appropriate Visual Aids for different presentation scenarios

To avoid 'death-by-PowerPoint'

To understand that Prezi is NOT 'The PowerPoint Killer' but a fantastic tool to be used in different scenarios

Pre-Requisites

To have experience in using PowerPoint for delivered presentations.

To have a good understanding of general computer use.

Subjects

Planning a Presentation

Identifying the purpose | Planning the Presentation | When to bring in Visual Aids | What am I trying to Say? | What message do I want to leave with my audience?

Proper PowerPoint Use

Avoiding 'Death-by-PowerPoint' | Presenter View | Transitions & Animations (and where they are appropriate) | Accurate Placement | Master Slides & Consistency | Embedding Excel Charts and Data | Non-Linear Navigation | Video & Sound

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Prezi

What is Prezi? | Edit and Present Mode | Uses for Prezi | Navigation | Frames | Backgrounds | AutoPlay | Paths | Inserting Elements | Editing a Prezi | Touchscreen | Embedding a Prezi | Publishing

Combining Tools

Using PowerPoint Slides in Prezi | Using Prezi in PowerPoint

Presenting Efficiently

Interacting with Visual Aids | Handling Questions | Preparation for Presenting | Handouts

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