

Introduction to Effective PowerPoint Presentations



Instructor: Ron Hensley, M.Ed.

Agenda

Day one

8:30am	Introductions - Setups
9:00am	Getting Started – The First Steps – Creditability and the Audience
10:00am	What makes an Effective PowerPoint – The Hook - Participation
10:30am	Presentation First – The Theme or Point – The Start Form
11:30am	Lunch
1:00pm	Slide Transitions – Hands on 1 and 2
2:00pm	Internet - It has to be true
2:15pm	Bells and Whistles - Hands on 3 and 4
3:30pm	Charts and Tables - Hands on 5 and 6
4:30pm	Adjourn

Day two

8:30am	The Do's and Don'ts of Charts and Tables
9:00am	Images and Animations – Hands on 7
9:45am	Smart Art and YouTube – Murphy's Law – Hand on 8
10:30am	Printing
11:00am	Audience Control and other Avoidable things
11:30 am	Lunch
1:00 pm	Class will be divided to create a pro/con of a topic for presentation.
4:30 pm	Adjourn

Students will be provided a 4 GB Flash Drive and a PowerPoint 2010 “Step by Step” book to keep.