

# Beyond Bullet Points: Crafting Engaging PowerPoint Presentations

## Continuing Professional Development

### Instructor:

**Chrysie Sea & Daniel Housard**

### Aim & Objective:

Microsoft PowerPoint covers the advanced skills needed to plan and create effective presentations, manage and protect presentations, as well as the technical considerations of giving presentations.

Presentations are helpful in a wide range of business settings and are now a standard communication tool.

At the same time, how information is presented has a big impact on how well that information is understood. Workers need to be able to communicate complex information in ways that suit different types of audience and for different purposes.

### Who should attend the seminar?

This seminar is suitable for a wide range of participants; for example, employees who need to share knowledge with others, entrepreneurs pitching for support or investment, business people selling a product or service, or academics presenting research findings or new projects.

30 May 2024  
08:30 – 15:30 (6 CPD Units)

**Mode of Delivery:** Live  
Online

Fee: €180

Click [here](#) to register

**SEMINAR PROGRAMME**

<b>30/05/2024</b>		<b>Beyond Bullet Points: Crafting Engaging PowerPoint Presentations</b>
<b>Time</b>	<b>Duration</b>	<b>Description</b>
8:30-9:00	0:30	<b>Registrations</b>  <b>Presentation Planning</b> <ul style="list-style-type: none"> <li>• Audience and Environment</li> <li>• Design, Content and Layout</li> </ul>
9:00 – 10:15	1:15	<b>Slide Masters and Templates</b> <ul style="list-style-type: none"> <li>• Slides Masters</li> <li>• Templates</li> </ul> <b>Exercises</b>
10:15-10:30	0:15	<b>B r e a k</b>  <b>Graphical Objects</b> <ul style="list-style-type: none"> <li>• Formatting Drawn Objects</li> <li>• Formatting Pictures, Images</li> <li>• Handling Graphical Objects</li> </ul>
10:30-12:30	2:00	<b>Charts and Diagrams</b> <ul style="list-style-type: none"> <li>• Using Charts</li> <li>• Using Diagrams</li> </ul> <b>Multimedia</b> <ul style="list-style-type: none"> <li>• Audio, Video</li> <li>• Animation</li> </ul> <b>Exercises</b>
12:30-13:00	0:30	<b>B r e a k</b>  <b>Enhancing Productivity</b> <ul style="list-style-type: none"> <li>• Linking, Embedding</li> </ul>
13:00-14:00	1:00	<ul style="list-style-type: none"> <li>• Importing, Exporting, Securing</li> </ul> <b>Managing Presentations</b> <ul style="list-style-type: none"> <li>• Custom Shows</li> <li>• Slide show settings</li> <li>• Slide show delivery</li> </ul>
14:00-15:00	1:00	<b>Exercises</b>
15:00-15:30	0:30	<b>Debriefing</b> <b>Questions and Answers</b>
<b>Total Net Duration</b>	<b>6:00</b>	<b>END OF SEMINAR</b>