



PRESENTATIONS AND POWERPOINT

WHAT CAN YOU EXPECT?

Participants of this course impress their audiences with great presentations which are accompanied by well put together PowerPoint slides. This course equips participants with all they need to understand their audiences, script and storyboard their presentations, put together impressive slides in PowerPoint, and deliver presentations well. By the end of this course, participants will be able to develop PowerPoint slide decks which are visually appealing, project a professional look, and make optimum use of PowerPoint's powerful tools including animation, video conversion and integration of Excel and third-party data.

WHO SHOULD TAKE THIS COURSE?

This course is a must for students, teachers, lecturers, training facilitators, business executives, marketing and sales professionals, and people who are preparing to deliver presentations at conferences and other such meetings.

WHAT IS INCLUDED?

This course covers an overview of PowerPoint, populating slide, customising slides, linking and embedding dynamic content such as excel sheets, animation, enabling slideshows to play automatically and loop, and publishing slideshows to other formats.

HOW SHOULD THE COURSE BE TAKEN?

This is an applied course, participants are encouraged to generate slide decks as they work through this course and to use the slide decks in actual presentations so that they gain an appreciation of how the design of slide decks affects and influences presentations.

WHERE CAN I GET MORE INFORMATION ABOUT THIS COURSE?

To speak to a course instructor about the course please contact Learning Factory by way of the details listed below.

Telephone: + 263 71 745 3072 | +263 71 808 1809

WhatsApp: + 263 77 226 9737

Email: info@learningfactoryzw.com

HOW MUCH DOES IT COST?

A one-time payment of US\$150 or the equivalent amount in Zimbabwean Dollars or other currencies is required to enrol for this course.

Upon successful completion of the course you will be issued with a digital certificate* and a digital badge which you can use to demonstrate your achievement.

*Printed certificates may be issued upon payment of production and courier fees.