



WINNING POWERPOINT SLIDES

OVERVIEW

This workshop will help participants to maximize most features in PowerPoint in creating professional and captivating presentation.

LANGUAGE

English

TIME

2.00—4.30pm

DURATION

5 hours (2.5 hours per session)

TARGET PARTICIPANT

All teachers

METHODOLOGY

- ◆ Workshop style
- ◆ Group Discussion
- ◆ Team Activities
- ◆ Presentation

LEARNING OUTCOMES

At the end of the workshop, participants will be able to:

- Use basic features of MS PowerPoint
- Develop awareness and understanding on effective design technique
- State the role of PowerPoint slides in a presentation
- Understand the “less is more” concept for PowerPoint
- Use features that maximize effectiveness
- Enhance presentation and communication skills

CONTENT

- Introduction to MS PowerPoint basic features:
 - Creating your title slide
 - Adding new slides
 - Adding bulleted text
 - Changing slide layouts
 - Inserting clip art and images
 - Hyper linking to other slides, other files, or the Internet
 - Slide designs, colors and backgrounds
 - Basic animations
 - The Slide Master
- Introduction to MS PowerPoint Design
- Design and development of Learning Resource with 21st Century Learning Model
- Presentation on Effective PowerPoint slides