



The Presentations (Advanced) module covers the advanced skills needed to plan and create effective presentations, manage and protect presentations, as well as the technical considerations of giving presentations. At the same time, how information is presented has a big impact on how well that information is understood.

This module is suitable for a wide range of candidates; 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.

Develop the skills needed to plan, create, and deliver presentations to a range of audiences.

Objectives

- Understand target audience, venue, and technical considerations in presentation planning.
- Create and modify templates and themes, and work with slide master layouts.
- Enhance a presentation using built-in drawing and image tools. Use alternative text for accessibility.
- Apply advanced chart formatting features and create and edit diagrams.
- Insert audio and video, create audio and screen recordings, and apply built-in animation features.
- Use linking, embedding, importing, and exporting features to integrate data.
- Work with custom slide shows and apply slide show settings

Outcomes

- Understand and adapt to the demographics of the audience
- Recognize the importance of graphical elements and when to use them
- Identify where and how multimedia elements can enhance a presentation
- Apply settings to improve the attractiveness and delivery of presentations
- Understand technical considerations such as equipment, lighting, and accessibility.

Key Courses

- Presentation planning
- Slide masters and templates
- Graphical objects
- Charts and diagrams
- Multimedia
- Enhancing productivity
- Managing presentations

Certification Awarded Upon Completion