

Duration 1 day

Pre Requisites

This workshop course assumes some previous experience with a presentation graphics package, such as Microsoft PowerPoint or Lotus Freelance.

Objectives

This training course is aimed at users of presentation graphics packages who wish to enhance their design skills and learn new methods, tips and short-cuts to producing good-looking and effective presentations, whether on paper, 35mm slides, overheads or just the computer screen. Now that such a wide range of typeface styles and image types is available, and the software allows such flexibility in putting them together, design and layout knowledge is even more essential to make the best use of the resources and ensure that the end result communicates effectively.

Further Learning

Presentation Skills

Course Content

- **Basics**
Design: its function and importance;
Choosing typefaces: the right image and readability for the job;
Choosing typefaces II: combining serif and sans-serif fonts
- **Text**
Headings, subheadings, and body text: sizing, emphasizing, positioning;
Bold, Italic and underline: often, sometimes or never?
Working with copy: How much text?
What to say and how to say it
- **Page design**
Placing titles and bullet text;
Boxes, rules, and tints;
Effective use of colour; choosing a colour scheme; different colour combinations for 35mm slide, printouts, and on-screen presentations.
- **Images**
Images: what kind to use? Scanned photos, line drawings, computer art;
Images: sizing and positioning; cropping for emphasis;
Images: captions and text overlays - some do's and don'ts
- **Charts & multimedia**
Charts and Graphs: How to make them communicate effectively;
Multimedia: Using sound and animation to enhance your presentation (*optional and subject to hardware availability*)