

COURSE OUTLINE		Mins
<b>Program Name:</b> Storytelling with PowerPoint Presentations		
Software: Microsoft PowerPoint		
Level: Intermediate to Advanced (L2 and L3)		
Duration: 6 hrs. (e.g., 10 am - 1 pm and 2 pm - 5 pm)		
<b>Introduction:</b>		
This program focuses on helping users to use shortcuts & tricks to work faster and present data effectively.		
<b>Excluded in this program:</b> Charts-practice (1.0 hr - 4.5 hrs.), Animation (45 mins.), Brand-guidelines		
<b>A</b>	<b>Brush-up PowerPoint Basics</b>	<b>20</b>
<b>Learning Objectives: Ensure that ALL participants are aware of the basics early-on in the session</b>		
1	Create Text Box, Shape, Table	
2	Editing a Shape's Color (Fill, Transparency), Outline (Weight, Dashed)	
3	Editing a Font's Color, Size	
4	Use Format Painter (double-click)	
5	Using Eyedropper as ColorPicker	
<b>B</b>	<b>Essential PowerPoint Shortcuts for Visualization</b>	<b>100</b>
<b>Learning Objectives: Learn the MOST important shortcuts that will be re-used frequently</b>		
1	Creating perfect symmetrical shapes (straight lines, circle, square) - Shift	
2	Create symmetrically aligned duplicates in 4 directions - Shift Ctrl	
3	Create symmetrically aligned duplicates in any directions - Ctrl	
4	Using SmartGuides (v. 2013) for alignment	
5	Use cases of Group & Ungroup - Ctrl G vs Ctrl Shift G	
6	Using the components of a SmartArt. E.g. teathed wheel, funnel - Ctrl Shift G twice	
7	Rotate objects with 100% precision - Alt arrow keys	
8	Better substitute of "Format Painter" - Ctrl Shift C & V	
9	Aligning shapes and objects at 8x - 10x speed (QAT)	
10	Text Editing Shortcuts - Alignment, Size	
<b>C</b>	<b>Creating visuals to present business ideas and scenarios - Part 1</b>	<b>40</b>
<b>Learning Objectives: Create customised infographics &amp; visual illustrations</b>		
1	Waffle Visual (using multiple shortcuts)	
2	Overlapping circles (Merge - Fragment)	
3	Convert boring text paragraphs to SmartArt in 2 clicks	
4	- Trying out variations with LIVE preview	
5	- De-assemble and Customize	
6	Convert pictures of different sizes in a collage format (SmartArt)	
<b>D</b>	<b>Creating visuals to present business ideas and scenarios - Part 2</b>	<b>30</b>
<b>Learning Objectives: Create customised infographics &amp; visual illustrations</b>		
1	Crop an Image	
2	Crop to Shape with - aspect ratio 1:1 for symmetry	

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3	Reset Picture and Size	
4	Create a Magnifier effect - to showcase/highlight features of products, apps, documents	
5	Layering images (Send to Front/Back) with Shadow effects	
6	Use Case - Headshots for the "Team" Slide	
<b>E</b>	<b>Using Tables &amp; Charts effectively</b>	<b>60</b>
	<b>Learning Objectives: Making Tables more organized, and convert tables and charts into storytellers</b>	
1	Basics of Table formatting - alignment, indent, shading, border; distribute rows/columns	
2	Challenges in Copy-Pasting from Excel	
3	Use font-based symbols for status updates -	
4	- level (low, medium, high)	
5	- % completed (est.)	
6	- feature available or not available (tick mark)	
7	- numbers acting as legends for lengthy names	
8	Use dashed rectangle as highlighters	
9	Use number pointers for visual guidance & reading flow	
10	Use curly braces (shapes) for clustering columns or rows	
11	Use callouts for specific context-based messages	
12	Examples from the industry - Consulting, Big 4, I-Banks	
13	Note: The same learning (listed above) applies to CHARTS	
	<b>Best Practices Checklist for Tables:</b>	
14	Serial numbers on the left for reference (e.g., 1,2,3...)	
15	Row for totals	
16	Sorting logic (descending order, new to old, alphabetically)	
17	Title - Slide title (inference) vs. Table/Chart title (metric name)	
18	Name & unit of metric shown	
19	Footer: Source, Updated date	
20	No acronyms without reference at the bottom (like Legends)	
<b>F</b>	<b>Quick Recap of - 7 Storytelling Strategies</b>	<b>5</b>
	<b>Learning Objectives: Learn from best industry practices &amp; consulting reports</b>	
	<b>7 strategies to add impact to charts, text &amp; table based content</b>	
1	Number Pointers	
2	Highlighter (dashed outline)	
3	Clustering	
4	Callouts	
5	De-Highlighter - semi-transparent shape / greyed out text	
6	Font-based symbols (Webdings, Wingdings)	
7	Customised infographics & Visuals	
<b>G</b>	<b>[Charts] Use Google to find sector-wise trends on latest industry charts</b>	<b>10</b>
	<b>Learning Objectives: Get context- specific (sector, business, KPI) ideas on Charts &amp; Visuals</b>	
1	How to use Google's Advanced Search tags to see the latest industry trends on charts	

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	<b>Program Name:</b> Storytelling with PowerPoint Presentations	
2	Links to our YouTube videos on how to create 15+ Business Charts	
H	Miscl Tricks	30
	<b>Learning Objectives: Cover miscl tricks</b>	
1	Office 365 - Icons	
2	Replace Font	
3	Overview of Slide Master	
4	Using the correct Slide layout from the Slide Master	
5	Add Slide Number at the footer	
I	Extra Time for QnA and Practice	45
<b>End</b>		