## theAbout
Educating Facilitating Learning

## About This Course

One of the forms of reporting is being able to present your work and take ownership of what you do. Today the need for a presenting has extended past the traditional norms.

In this course, the learner will gain insights, tips and tricks on presentation skills as well as setting up a presentation using MS PowerPoint.

### Requirements
A basic foundation of MS PowerPoint would be required for this course. Each learner will have to have a computer with MS PowerPoint, MS Word and MS Excel.

### Seats
Workshop will only run at a minimum of 5.

### Duration
2 Days

## Essentials

- When to use a presentation
- Equipment requirements
- MS PowerPoint basis

## Core

- Researching the topic
- Gathering and analysing the data
- Identifying the Audience
- Planning the presentation
- Creating the presentations with objects
- Animating the Presentation
- Understanding body language
- Deliver a professional presentation

## Applications

- Using MS Word to plan and export to PowerPoint
- Using MS Excel to analyse data and create charts
- Using MS PowerPoint to create presentations

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