

Smart Tools for Effective and Professional Presentations

Hours : 30 Hours

Learning outcome:

- 1) Learners will understand and apply key design principles, including layout, color, and typography, to create visually appealing and professional presentations tailored to audience needs.
- 2) Learners will be able to use advanced PowerPoint features such as Slide Master, custom animations, hyperlinks, etc. enhancing the effectiveness and engagement of their presentations.
- 3) Learners will use alternative presentation tools (e.g., Google Slides, Canva, Prezi), adapting skills to versatile platforms for various presentation scenarios.
- 4) Learner will develop effective storytelling and public speaking skills, using presentation structures that improves audience engagement.
- 5) Learners will design, construct, and deliver a complete presentation project, demonstrating their ability to integrate multimedia, advanced features, and audience-centric content for a final assessment.

Modules	Learning Objectives
	Learner will be able to
Module 1: Introduction to Effective Presentations (3 hours) <ol style="list-style-type: none">1. Principles of Presentation Design2. Overview of Presentation Tools	<ol style="list-style-type: none">1. Describe the basics of slide design, layout, and aesthetics2. Analyse the Audience and presentation objectives3. Identify pros and cons of Microsoft PowerPoint, Google Slides, Canva, Prezi, and other tools4. Select appropriate tool for the presentations
Module 2: Intermediate PowerPoint Skills (6 hours) <ol style="list-style-type: none">1. Slide Master and Layout Customization2. Working with Media	<ol style="list-style-type: none">1. Format the Slide Master for consistent formatting2. Customize the layouts and templates

<ul style="list-style-type: none"> 3. SmartArt and Chart Creation 4. Shapes and Icons 	<ul style="list-style-type: none"> 3. Embed and format the images, audio, and video 4. Work on different practices for multimedia usage 5. Create and customize the SmartArt 6. Use charts effectively for data visualization 7. Insert and modify shapes, icons, and diagrams
<p>Module 3: Advanced PowerPoint Techniques (6 hours)</p> <ul style="list-style-type: none"> 1. Advanced Animations and Transitions 2. Interactive Elements 3. Design Ideas & 3D Models 4. Collaboration and Review Features <ul style="list-style-type: none"> o 	<ul style="list-style-type: none"> 1. Create custom animations 2. Use morph and zoom transitions effectively 3. Create buttons and hyperlinks 4. Build a clickable navigation system for interactive presentations 5. Utilize Design Ideas and 3D models 6. Integrate 3D objects for impactful storytelling 7. Use comments, version history, and co-authoring tools
<p>Module 4: Open-Source and Alternative Tools (6 hours)</p> <ul style="list-style-type: none"> 1. Google Slides 2. Canva for Presentations 3. Prezi for Dynamic Presentations 4. Other Tools 	<ul style="list-style-type: none"> 1. Use Key features, collaboration, and cloud-based advantages 2. Convert between Google Slides and PowerPoint 3. Design with Canva's templates, graphics, and collaborative tools 4. Create interactive and engaging presentations 5. Explore the open-source alternative to PowerPoint with its compatibility and unique features
<p>Module 5: Presentation Delivery and Audience Engagement (3 hours)</p> <ul style="list-style-type: none"> 1. Storytelling and Structure 2. Public Speaking and Engagement Tools 	<ul style="list-style-type: none"> 1. Prepare presentations for maximum impact 6. Use techniques for storytelling in presentations 7. Use speaker notes and rehearse timing

	8. Practice techniques for audience engagement
Module 6: Practical Application and Project Development (6 hours) <ol style="list-style-type: none"> 1. Presentation Planning and Outline 2. Design and Content Creation 3. Peer Review and Feedback 4. Final Presentation and Assessment 	<ol style="list-style-type: none"> 1. Execute ideas and developing an outline 2. Apply design principles, animations, and media 3. Present to peers and gathering constructive feedback