

## **Powerful PowerPoint Workshop Part 2: Movement**

**Date:** Thursday 30 June 2022

**Time:** 11.00am -2.30pm.

- Please arrive early to set up your laptop so that class can start promptly at 11am, as we have a very full agenda. I will be there from 10.30am.

### **Course description**

Photo essays and visual presentations of your family history for family members or a society lecture have become increasingly important in recent years. However, you don't want to bore people to death with ineffectual slide shows. We will explore some ways to give your PowerPoint presentations more impact, improve their design, and engage with your audience. In part 2 we will add movement to your presentation with **transitions, animation, and video effects**. Illustrated notes and revision videos will be provided after the session. I will demonstrate techniques and you will be using them to improve one of your own slide shows during the session.

Whether you are a PowerPoint beginner or have been using the program for some time, you will find some helpful ideas that will enhance your presentations and impress your audience or family. You don't need to complete part 1 in order to participate in this class.

Note that if you have an older version of PowerPoint you may not be able to apply all the features discussed, however this session will still give you plenty of ideas to work with.

### **What to bring:**

- Your fully charged laptop (with mouse and/or power cables if needed. You will find it difficult to format the slideshow if you don't bring a mouse).
- PowerPoint app installed on your laptop. If you purchased any version of Office Home and Student or Microsoft 365 you are entitled to download the app. It may have been pre-loaded when you bought your laptop. Go to Start>scroll down alphabetical list of programs to PowerPoint and double click to open the program. If it isn't installed, log in to your Microsoft account to install it. <https://www.office.com/>
- A PowerPoint presentation that you would like to improve. Alternatively, bring a selection of 6-10 digital photos you would like to use in a presentation.
- Lunch and drinks. There will be a 45-minute break halfway.