

**Microsoft PowerPoint: Presentation Structure and Best Practices**

**Course Number:** OFC-146
**Duration:** 0.5 days

**Overview**

The most crucial step in creating a compelling presentation is planning and structuring the narrative arc to resonate deeply with the target audience, then building an informative, well-designed presentation to support it. This PowerPoint Presentation Structure and Best Practices training teaches attendees how to plan and organize their presentations for maximum impact.

**Prerequisites**

All students must have basic experience with PowerPoint.

**Materials**

All MS PowerPoint training attendees receive comprehensive courseware.

**Software Needed on Each Student PC**

All attendees need a full installation of Office 365, including Microsoft PowerPoint.

**Objectives**

* Plan the presentation story arc
* Create detailed slides to support simpler content
* Add navigational elements
* Create handouts and reports

**Outline**

* Introduction to Presentation Structure and Best Practices in PowerPoint
	+ Course Introduction
	+ Presentation Goals
* Planning your Presentation
	+ Understanding your Audience
	+ Identifying your Message
	+ Defining Opportunities and Limitations
	+ Naming the Result
	+ Designing a Narrative Structure
* Content and Navigation
	+ Designing the Presentation Flow
	+ Designing the On-Slide Flow
	+ Formatting and Adjusting Slides
	+ Adding Navigational Elements
* Beyond the Presentation
	+ Pre-Presentation Opportunities
	+ Presentation Checklist
	+ Designing Presentation Delivery
	+ Post-Presentation Opportunities
* Conclusion