Practical PowerPoint for Professionals
Virtual Workshop

Did you know your next meeting could be made more interesting and effective by including a PowerPoint presentation? The meeting's takeaway value on attendees will have a lasting effect. In this class, you will learn to create and rearrange presentations; format text; use drawing objects; work with graphics; and insert tables and charts. Create slide masters; transition effects; and run presentations. We'll show you how easy it is to incorporate into your slide presentation the content that you'd normally be presenting in the meeting into your bulleted bulleted slides, charts, diagrams, and multimedia, Finally, we'll show you the tools to run your presentation, interactively, throughout your meeting. So, if you are serious about your meeting attendees getting the most take-away value out of your meetings, you might want to check out this class.

During this workshop you will learn to:

- Create New Presentations which incorporate basic through advanced design principles
- Create new presentations using a variety of presentation templates.
- Format and enhance existing presentations with icons and graphics
- Add and format bulleted text
- Add pictures and graphics to slides
- Insert diagrams including organizational charts, flowcharts, and lists
- Include multimedia including video and sound
- Apply various transitions and animations to add emphasis or interest
- Animate slide content to make it come alive
- Delivering (presenting) your interactive presentationn

Your Total Training Resource

Registration Information

Time: This is a 4-hour workshop.

Pricing: The per person fee for 1-2 participants is $255.00; for 3 or more the fee is $225.00 per person.

Other Information:

- The session will be delivered on the GoToMeeting platform so all participants will work from their own workspace and use their own computer. GoToMeeting has video capability but, if the participant's computer is not equipped with a camera, audio will also work.

- *To register we will need the name of each participant and their email address.*

- **Five (5) days before the date of the session we will send each participant an electronic copy of the course materials. Additionally, we will provide a link of a Meeting ID that when clicked on will allow the participant to enter the training room. Please have participants check their spam/junk folders starting 5 days before the session as often the invitation may end up in that folder- info will come from smalan@c-kg.com.** For those signing up less than 5 days prior, it will be no problem as we will immediately provide this information.

- Participants should enter the GoToMeeting training room at least 15 minutes (8:45 AM) before the start time.

- The session will be limited to 20 participants to allow for, and ensure, maximum interaction, participation and engagement.

To register or for additional information either email, phone or complete the online registration form.
Email/Phone: Ken Keller (kkeller@c-kg.com 847-331-9497) or Darryl Harris (darryl.ckg@gmail.com 630-730-4393) or Sue Malan (smalan@c-kg.com 630-495-0505)

Register online: Complete form by clicking here. If you register online, a confirmation email will be sent to you with next steps and payment details. Please note we accept checks as a form of payment.

To see a complete list of our current workshops click here.

Customized onsite workshops are also available in person and virtually and are instructor led. Please contact us with any questions.