



COURSE OUTLINE

POWERPOINT TIPS AND TRICKS

When Thursday, 2/25/10, 9am–4pm
Where 500 Aurora Avenue N, Seattle 98109
Contact 206-623-1560 info@svcseattle.com
Register www.svcseattle.com

Description

The biggest roadblock to creative design for PowerPoint is learning what its capabilities and limitations are. In this workshop, we will study the fine points of customizing the PowerPoint workspace to work more efficiently and learn specific step by step techniques, using native PowerPoint tools, for achieving top quality presentations. Subjects covered will include:

- Setting up an efficient workspace using preferences, guides, rulers and layers
- Step by step text effects like: text on a path, fills and textures
- Step by step photo effects such as: duotones, transparency, framing
- Step by step animations, motion paths and cool slide transitions
- Anticipating and solving version and platform issues

Who should take this class?

Designers, production artists and project managers who are already familiar with PowerPoint and the types of design approaches shown in books like Slide:ology and Presentation Zen, and would like to learn how to build those types of effects.

Cost

\$265. Refreshments and lunch included.

Prerequisites

Intermediate level knowledge of PowerPoint for the Mac or PC. The effects will be demonstrated on a PC and platform differences will be noted when necessary.

Instructor

Terri Sharp is a freelance presentation specialist and production artist. Two years ago, after a decade working in print production and prepress with Cenevo and other printers and a stint as a production artist with the design firm, Fitch, she struck out on her own. She now works with ad agencies, design studios and businesses to put together PowerPoint presentations, construct templates and build libraries of assets. Raised in Washington and Oregon, Terri permanently transplanted to Seattle in 1994

Topics & Schedule

9:00 - 9:15	Introductions: About the instructor, Class summary, Q&A
9:15 - 10:30	Important tools, drawing techniques. Review sfx techniques (text, photo, animation, motion path & transition) using sample presentation (demo and lecture)
10:30 - 10:45	Break
10:45 - 12:15	Continue review of techniques (demo and lecture)
12:15 - 1:00	Lunch

- 1:00 - 2:30 Specific techniques step by step.
Possible examples: looping intronslide, drawing an emphasis circle, transparency, cool uses of motionnpaths. Students can follow along and build a demo presentation to take home.
- 2:30 - 2:45 Break
- 2:45 - 3:30 Finish up step by step technique demos.
Troubleshooting: Discuss problems that can occur. What to anticipate when moving decks from Mac to PC, PC to Mac or Keynote. Q&A
- 3:30 - 3:45 Resources: Best web resources, student's input on resources,
Print resources: books like Slide:ology, etc
- 3:45 - 4:00 Hand out resource list (web URLs and title/author/ISBN list
Course evaluation