

Covers PowerPoint 2003 and previous versions



Who should attend?

- Sales Personnel
- Training Managers
- PR Professionals
- Anyone looking to create visually impactful presentations that wow your audience!

MICROSOFT® POWERPOINT®

Master the tools and techniques that will give your presentations the impact, flair, and drama people respond to and remember

Learn how to put any audience in the palm of your hand with PowerPoint's ...

- Attention-grabbing graphics, guaranteed to make people sit up and take notice
- Charts, clip art, and animation that can simplify complex topics and help people "get it" when words alone aren't enough
- Knock-'em-dead special effects and transitions
- Time-saving tools that let you whip together last-minute presentations they'll think you spent weeks toiling over
- Templates, color schemes, slide masters, headers, footers, and backgrounds — all easily customizable to your organization, your message, and your audience

Enroll Online!
1-800-556-3009

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www.careertrack.com

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CareerTrack
P.O. Box 219468
Kansas City, MO
64121-9468

 CAREERTRACK®

Learn to develop PowerPoint presentations that keep your audience thoroughly engaged in your presentation and riveted to your message

Presentations are precious opportunities.

They're your "day in the sun" to sell, persuade, inform, educate, attract, and entertain. If you botch a presentation, you seldom get a second chance to do it over.

Amateur presenters make the mistake of thinking that the more multimedia wizardry they can squeeze into their presentations, the more effective they will be. Not true. No amount of technological pyrotechnics can make up for poor organization or weak delivery skills.

This course shows you how to use the incredible capabilities of PowerPoint to put together presentations that are ...

Well-constructed

You'll learn tips for organizing your material before you begin ... the best methods for viewing and controlling the flow of your presentation and for arranging and rearranging elements ... ways to set the tone and choose the language that fits your audience ... and how to arrive at the format and style that are best suited for your topic.

Engaging and entertaining

We'll show you the special effects — sound, animation, even some effects you can create on your own — that generate the suspense and surprise that keep people on their toes and glued to a presentation.

Pleasing to the eye

You'll learn which type treatments work and which don't ... how to use drawing tools to create custom art ... ways to make your transitions smooth yet visually powerful. You will see how to animate text, art, graphs, and charts ... ways to create picture bullet points and insert animated GIFs ... and how to embed text in objects.

Sound easy? It is.

We've made this course as user-friendly as PowerPoint itself.

Whether you present for a living ... present occasionally ... or have never presented before, enhanced PowerPoint skills will make your job easier — and your presentations far more professional.

"Computer-less" training makes every moment count.

This is not hands-on training, and here's why: Everyone works on computers at different speeds. Some like to experiment on their own; others get lost easily and need frequent help. In the long run, a hands-on software class only slows everyone down. Your seminar leader will keep things moving by projecting key points onto a large, viewer-friendly screen at the front of the class.

Properly paced

You'll learn about PowerPoint overkill and how to avoid the temptation to give your audience members far more razzle-dazzle than they can tolerate. You'll see how to intersperse animation, sound, and design elements wisely, so they complement your message rather than detract from it.

Unmistakably clear in their message

You'll learn ways to simplify complex concepts ... how to display number-heavy data using charts and graphs ... and techniques for using sound and narrative to explain and embellish key points. To top it all off, you'll find out how to run effective meetings using PowerPoint and how to customize a presentation "on the fly" to meet your audience's needs.

Experience, Knowledge, Talent:

You Can Count on Us for Superior Seminar Leaders

We search out the best:

Our extensive and ongoing recruitment program ensures that the best of the best lead every one of our seminars. We look for — and find — those professionals who meet our exacting standards for powerful presentation skills, real-world business experience, top professional credentials, and training acumen.

Each and every prospective seminar leader passes through a demanding, multi-level screening and audition process ... a process that guarantees only the most talented, capable trainers become part of our team.

Experience plus training:

Our seminar leaders have some of the best qualifications in the business. All of our trainers are experienced, high-achieving professionals ... but we don't stop there. Ongoing training and support are major reasons why our trainers have so much to offer.

Our seminar leaders remain on the cutting edge of business and management through extensive study, networking, and workshops. Before presenting even one seminar, each trainer completes a rigorous certification process. We are highly committed to an exceptional seminar leader training program — both before and after they're a part of our team.

Energetic and stimulating:

We know you're coming to our seminars to learn, but that doesn't mean they can't be fun, too. That's why we bring you speakers who are lively, energetic, and exciting. We make it a point to recruit charismatic, dynamic speakers who grab your attention and keep it for an entire day.



Enroll Today!

www.careertrack.com ■ 1-800-556-3009

Course Content

No matter what field you're in — sales, PR, training, education, or consulting — if you're in any role that puts you in front of an audience, you will benefit immensely from this extraordinary day of PowerPoint training.

Understanding PowerPoint — mastering the basics and beyond ...

- The hardware and software you'll need for creating and delivering every type of presentation
- Elements of a professional PowerPoint presentation — text, tables, charts, clip art, photos, movies, and sound
- How to use Wizards to create compelling presentations instantly, with just a few clicks of your mouse
- PowerPoint's toolbar — making the most of its shortcuts and personalizing it for your own uses
- Step-by-step guidance for creating a PowerPoint presentation from beginning to end
- How to use built-in templates and AutoLayout for professional presentations in practically no time at all
- Quick ways to tweak, customize, and put your own stamp on presentations

Using PowerPoint to put — and keep — your audience in the palm of your hand ...

- Animation and multimedia that get your audience involved
- How to liven up even the dullest charts and graphs with exciting special effects
- Ways to create flow through transitions that hold viewers' attention

- How AutoCorrect nabs errors before they're projected larger than life
- The right format, style, and language to reach your audience

Following sound design and layout advice to make your presentations visually irresistible ...

- How to give continuity to your slides by using the Master's background, styles, and color scheme
- Secrets to arranging, positioning, aligning, and sizing PowerPoint objects
- The most effective ways to select text
- How your color choices can help — or hurt — your message
- Valuable time-savers to help you rearrange text, topics, titles, or bullet points
- The trick to setting up numbered bullet points
- Tips for using effects, fonts, and high-impact graphics
- Special effects and animation — and how to create effects when PowerPoint doesn't include them
- How to prepare speaker notes, meeting notes, and audience handouts

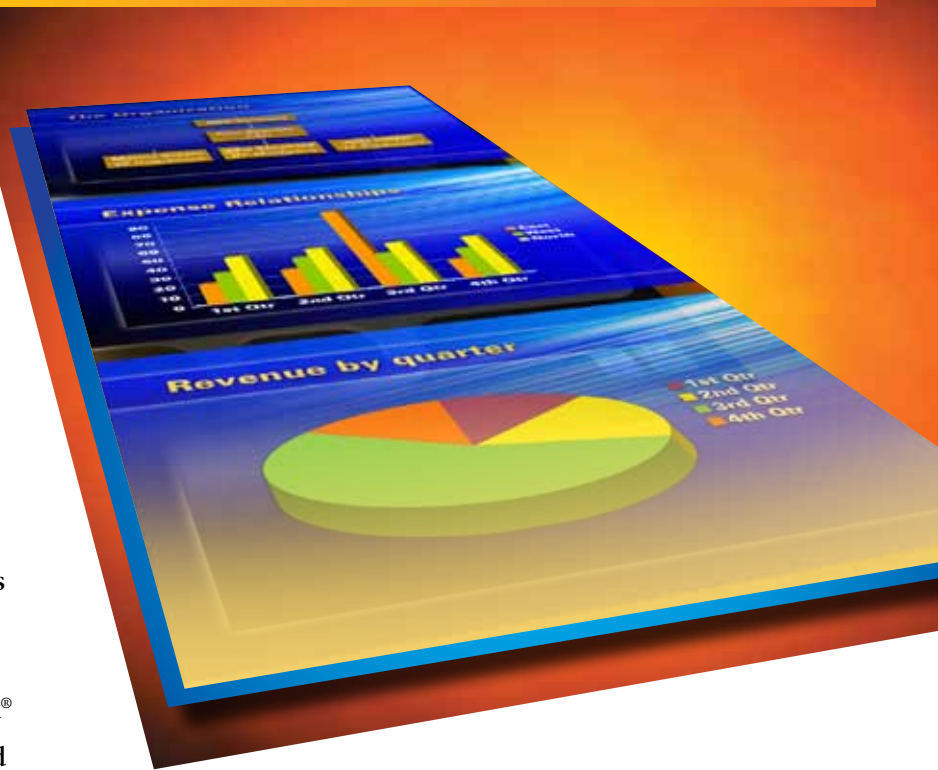
**MICROSOFT[®]
POWERPOINT[®]**

Buffing and polishing your presentation ...

- The right graphic format — pictures, vectors, and bitmaps — for your presentation
- How to leverage text effects to keep an audience focused on your message
- Techniques for inserting animated GIFs and using picture bullets
- Ways to integrate PowerPoint with Word, FrontPage®, Excel®, and Outlook®
- Tips for adding to, deleting from, and modifying your built-in clip art library
- How to convert your presentation into handouts, manuals, and Word documents easily
- Output options — printed, on screen, and over the Internet or an intranet
- How to print successfully in color — and in trickier black and white
- Guidelines for eye-catching handouts, slides, and transparencies

Putting advanced PowerPoint tips and techniques into action ...

- How to create a “looping show” for preshows, breaks, exit shows, and kiosks
- A look at controlling navigation with interaction objects and hyperlinks
- The basics of conferencing and network presentations



Running more effective meetings with PowerPoint ...

- How to insert comments into your presentations
- Ways to take meeting notes during a presentation
- Tips for creating an automatic agenda slide
- How to add interest to meetings with PowerPoint's slide show features
- “Action items” — how to use them to compel meeting members to act on your message

Taking your show on the road ...

- How the Pack and Go Wizard ensures you won't forget anything
- Computers, televisions, and projectors as part of your presentation
- How to customize one show for multiple audiences
- Strategies for troubleshooting hardware and presentation problems

Enroll Today!

www.careertrack.com ■ 1-800-556-3009

Never Been to a CareerTrack Workshop?

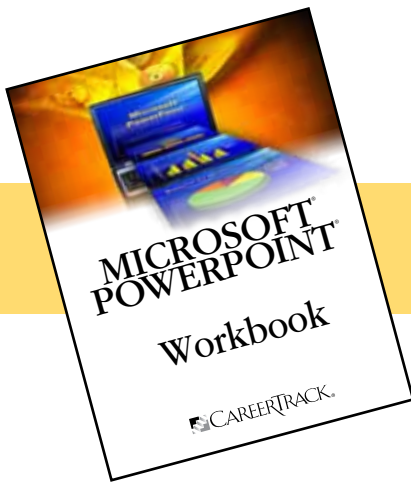
You're in for a nice surprise.

Here's the immediate payoff on your investment:

- You get a course created by our own staff of experts. More than 600 hours of research, writing, editing, road-testing, and critiquing go into developing a comprehensive day-long workshop like this one.
- You'll learn from knowledgeable experts who know how to teach. You can count on it at any CareerTrack workshop, because our faculty members receive the best training in the industry.
- You'll take away valuable skills and insights you can apply immediately.
- You'll enjoy yourself in a convenient and comfortable learning environment.
- And you have our assurance of complete satisfaction, backed by the best guarantee in the business.

Guaranteed Results!

All of our seminars are **100% SATISFACTION GUARANTEED!** We're confident that this workshop will provide you with the tips and techniques you need to create professional PowerPoint presentations. If for any reason you are dissatisfied, send us a letter (Attn: Customer Relations) within 30 days of your workshop attendance stating the reason you were not satisfied, and we'll arrange for you to attend another one of our seminars or receive a full refund — *hassle-free*.



Comprehensive course book makes sure everything you learn goes home with you ...

Included in your tuition is a helpful summary of the key points you'll learn throughout the day. It simplifies note taking ... makes following along easy ... and will serve as a trusted "memory jogger" and idea generator if you ever need help later on.

Sign up 5 or more and save both time and money ...

Attend together and you'll be taking a giant step forward in boosting presentation skills throughout your organization. After this workshop, you'll be able to speak the same language ... share valuable tips ... and support one another as you continue to learn and experiment with PowerPoint.

Don't wait for the next time to roll around.

Upgrading your presentation skills is just too important to leave on the back burner any longer.

Register now to reserve your place in this incredibly valuable PowerPoint workshop.

REGISTRATION INFORMATION

AFFORDABLE TUITION/GROUP DISCOUNT

Enroll Today! Hurry, our seats fill *fast*. Guarantee your enrollment by paying your tuition today. You will receive a confirmation once your registration is complete.

Payment is due before the program.

Save
\$10
each

Quick Confirmation! To receive your confirmation within 48 hours, please complete the Quick Confirmation section of the registration form. Be sure to provide us with your e-mail address and/or fax number.

PROGRAM SCHEDULE

Check-in: 8:30 a.m. – 9:00 a.m.

Program: 9:00 a.m. – 4:00 p.m.

CANCELLATIONS AND SUBSTITUTIONS

You may cancel your registration up to 10 business days before the program, and we will refund your tuition less a cancellation fee. Substitutions and transfers may be made at any time. Please note that if you do not cancel and do not attend, you are still responsible for payment.

Please Note

- You will be notified by e-mail, fax, and/or mail if any changes are made to your scheduled program (i.e., date, venue, city, or cancellation).
- Walk-in registrations will be accepted as space allows.
- Please, no audio or video recording.
- Lunch and parking expenses are not included.
- Dressing in layers is recommended due to room temperature variations.
- You will receive a Certificate of Attendance at the end of the program.

TAX-EXEMPT ORGANIZATIONS

If you are tax-exempt, enter your tax-exempt number in Section 4 on the Registration Form. Please mail or fax a copy of your Tax-Exempt Certificate with your registration for payment processing.

TAX DEDUCTION

If the purpose of attending a CareerTrack program is to help you maintain or improve skills related to employment or business, expenses related to the program may be tax-deductible according to I.R.C Reg. 1.162-5. Please consult your tax adviser.

CONTINUING EDUCATION CREDIT

CareerTrack offers Continuing Education Credits that are based on program length and completion. Credits are issued according to the National Task Force for Continuing Education guidelines, and approval is at the discretion of your licensing board. **Questions and concerns should be directed to your professional licensing board or agency.**

UPDATE YOUR CONTACT INFORMATION!

Simply make corrections to the mailing label on the back page of this brochure. **Mail** corrections to P.O. Box 413884, Kansas City, MO 64141-3884, or **fax** to 913-967-8847. We'll change our records for the very next update. Thanks!

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On-Site Training Solutions



Get the Results You're Looking For!

Bring our powerful, high-impact training programs to your organization and show your employees that you're serious about their professional growth and achieving critical organizational goals and objectives.

Choose From Over 150 Courses!

From management development to customer service, our comprehensive library of courses provides a learning experience that is engaging, interesting, and intriguing!

Tailor the Training to Meet Your Specific Needs!

We'll help you choose the appropriate courses for your organization and tailor each one to address your specific goals, issues, and scheduling concerns.

Maximize Your Training Budget!

On-Site Training allows you to train work groups, teams, and entire departments for less than the cost of traditional public seminars or other training options.

Give your staff the skills, knowledge, and confidence they need to meet tough workplace challenges head-on, realize their full potential, and perform at their peak.

For a free consultation, visit us online at www.careertrack.com or call us at **1-800-944-8503** today!

MICROSOFT® POWERPOINT®

This workshop is for you if you're in sales ... training ... PR ... or any other high-profile job in which creating dynamic presentations is key to your success.

- If you're good at PowerPoint now, but want to get even better ...
- If you're having trouble learning PowerPoint on your own ...
- Even if you've never created a PowerPoint presentation in your life ...

Plan now to attend this workshop. It walks you through every step necessary for putting together PowerPoint presentations that keep people on the edge of their seats and glued to your message.



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3 WHO WILL BE ATTENDING	<input type="checkbox"/> Mr. _____ <input type="checkbox"/> Ms. _____ Job Title: _____ <input type="checkbox"/> Business <input type="checkbox"/> Home E-mail Address: _____ <input type="checkbox"/> Mr. _____ <input type="checkbox"/> Ms. _____ Job Title: _____ E-mail Address: _____ <input type="checkbox"/> Business <input type="checkbox"/> Home Please list additional names on a separate sheet.	
4 METHOD OF PAYMENT	Important: Send your payment now. Tuition is due before the seminar. Please make checks payable to CareerTrack and return this form to: P.O. Box 219468, Kansas City, MO 64121-9468. Our federal ID# is 43-1830400 (FEIN). Please check one of the following: 1. <input type="checkbox"/> Registration fee enclosed. Check # _____ Amount \$ _____ 2. <input type="checkbox"/> Our Purchase Order is attached. P.O. # _____ 3. <input type="checkbox"/> Bill my organization. Attention: _____ 4. <input type="checkbox"/> Charge to: <input type="checkbox"/> AmEx <input type="checkbox"/> Discover <input type="checkbox"/> MC <input type="checkbox"/> Visa Exp. Date: _____ Card Holder's Name: _____ Acct. #: _____ Tax-Exempt #: _____ Please attach a copy of your Tax-Exempt Certificate for payment processing.	

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