

**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