



Presentation Skills and PowerPoint® for Emergency Physicians

Course Description

This hands-on workshop, limited to the first 24 registrants, will give you dozens of hints to enhance your slides and make your presentations unforgettable. You will bring your own laptop with Office 2002® or later already loaded. We'll supply the power source, a CD full of useable tools, and a syllabus full of hundreds of presentation tips.

Credit Designation

AAEM designates this educational activity for a *maximum of 4.75 AMA PRA Category 1 Credit(s)*™. Physicians should only claim credit commensurate with the extent of their participation in the activity.

Learning Objectives

At the completion of the session, you will

1. Use keyboard shortcuts to save time when creating new slideshows.
2. Recognize and appropriately use these underused features of PowerPoint®: cropping tool, format painter, WordArt, Slide Layout tool, shadows, perfect square and circles, sticky notes, using a "special picture" as a background, using watermarks, converting a slideshow (pps) into a PowerPoint® (ppt) document and vice versa (and the reasons for doing so), inserting slides from other programs, etc.
3. Demonstrate how to load new Clipart, fonts, and other helpful tools onto your hard drive.
4. Show how to hyperlink from icons on a PowerPoint® slide to any other document on your hard drive or on the Internet, and even how to create a "shortcut" to a specific line in a document.
5. Illustrate how to make visual material stand out from the background.
6. Create an appropriate background template from scratch, and then how to save that template for future use
7. Comprehend the significance of the "Slide Master" feature.
8. Appreciate how color choices can alter the intent of a presentation; show how to change colors of ClipArt to match your presentation's color scheme
9. Demonstrate how to successfully use tables on a slide.
10. Change elements of a graph with several simple maneuvers.
11. Understand why the Pack-and-Go® feature is so important.
12. Demonstrate how to create an entire slideshow from a folder of saved pictures.
13. Save memory space by changing all photos to jpg format simultaneously without affecting the quality of the picture.
14. Show how to create a useful handout complete with speakers' notes by sending a PowerPoint® slideshow to Word®.

Course Schedule: Sunday, February 14, 2010
1:00pm – 6:00pm

Course Director

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Faculty

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