University of Rome “Tor Vergata”

From zero to hero: Presentation & Microsoft Powerpoint

The goal of this course is to give students the tools to create great presentations and be “insanely great in front of any audience”.

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<th>Lesson</th>
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| Unit 01 | 9/11/2017 3-5 pm | • The Presentation Secrets of Steve Jobs  
• How to be Insanely Great in Front of Any Audience - Part 1 | P4   |
| Unit 02 | 16/11/2017 3-5 pm | The Presentation Secrets of Steve Jobs  
• How to be Insanely Great in Front of Any Audience - Part 2 | P4   |
| Unit 03 | 23/11/2017 3-5 pm | • Explore Microsoft PowerPoint  
• Create the first presentation | P4   |
| Unit 04 | 30/11/2017 3-5 pm | • Work with slides  
• Work in PowerPoint more efficiently | P4   |
| Unit 05 | 07/12/2017 3-5 pm | • Work with slide text  
• Add simple visual enhancements | P4   |
| Unit 06 | 14/12/2017 3-5 pm | • Review session Q&A  
• Exercise | P4   |

Second semester

| Unit 07 | 22/02/2018 3-7 pm | • What happened in the previous lessons  
• Review and deliver presentations | P3   |
| Unit 08 | 01/03/2018 3-7 pm | • Presentation enhancements: tables  
• Presentation enhancements: fine tune in visual elements | P3   |
| Unit 09 | 08/03/2018 3-7 pm | • Presentation enhancements: add other enhancements | P3   |
| Unit 10 | 15/03/2018 3-7 pm | • Share and review presentations | P3   |
| Unit 11 | 22/03/2018 3-7 pm | • Create custom presentation elements  
– Part 1 | P3   |
| Unit 12 | 29/03/2018 3-7 pm | • Create custom presentation elements  
– Part 2 | P3   |
| Unit 13 | 07/12/2017 3-5 pm | • Prepare for delivery | P3   |
| Unit 14 | 16/12/2017 3-5 pm | • Elements of body language | P3   |
| Unit 15 | 07/03/2018 3-5 pm | • Exercise | P3   |
| Unit 16 | 12/03/2018 3-5 pm | • Review session Q&A | P3   |
| Unit 17 | 26/03/2018 3-5 pm | • Exam simulation | P3   |

All lessons will have a practice part so please bring your own computer. Be sure to have installed a program for presentation.

The exam will be taken in computer labs of the University With the program Microsoft Office 2013.
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Registrations are open here: https://docs.google.com/forms/d/e/1FAIpQLSeCljoKIwbBvXKgAP_ood4V93rawSbDNFtI-yR38AjJq4LQ/viewform?usp=sf_link within November 5.