



Training Event Form

Activity: PowerPoint for the Board Room and the Court Room

Duration: 2 hour workshop

Purpose: The Maryland State Bar Association would like to have a presentation on PowerPoint for their June 2008 Convention for the Solo and Small Firm Track. The purpose of this demonstration workshop is to provide attendees with awareness of what PowerPoint is, how it works, and ways to use it in the Board Room *and* the Court Room. To review the essential features of PowerPoint and provide tips and tricks that will enable users to reduce the time and labor normally associated with creating PowerPoint presentations; and to increase awareness of free, Internet based training.

In addition to the 2 hour workshop, Mr. Hertz will also be presenting a 15 minute presentation of scanning documents. Buzz will incorporate his lesson into his talk where appropriate.

Description:

PowerPoint is being used in the Board room and the Court Room with increasing frequency. Regardless of the type of law you practice, you will benefit from using *PowerPoint*. Are you up to the task? Do you know how to create and present *PowerPoint* for your office and your clients? Get some tips, tricks and training that will help you integrate PowerPoint into your practice.

This wording will be used by MSBA to promote the workshop

Target Audience: Owners and staff of solo and small law firms.

Proposed Dates: June 13, 2008

Actions Needed: Define/agree on course objectives
Develop a List of Recommended Courses (done)

Staff: Contact person at MSBA (xxx) xxx-xxxx, Buzz Merrick (443-695-6341)

Documentation/Handouts: Handout (will be available prior to training)
List of appropriate e-Learning Courses, Job Aids & Skill Briefs

Notes:

Topic	Time Estimate
Introduction and Agenda	10
The strategic purpose and use of PowerPoint – what is PowerPoint and what it is not!	10
Understand different ways of creating presentations (on-your-own, design/content templates)	10
Understand slide layouts vs. presentation designs	10
How to easily create and use charts – and templates	20
How to add and modify visual elements	20
Finalizing presentations	20
Continuing education/professional development resources	20
Total time	120

Course Outline:

Creating Basic Presentations

- Understand the strategic role of PowerPoint
- use the main components
- understand you can create presentations using different methods

Slide Layout and Design

- apply slide layout styles
(understanding layout)
- rearrange the slides
- using custom animation settings

Charts in PowerPoint

- Use the Chart Wizard
- Steal the data not the chart!
- Using a chart to create a template
- *Best Practice tip:* Practice in Excel – use in PowerPoint

Using Visuals in PowerPoint

- add visual elements to a document – different than media
- modify objects
- Finalizing PowerPoint Presentations

Speaker notes can assist in presenting

- Print presentations as handouts in various ways
- Package for CD (with or w/o PowerPoint on the destination pc)

Continuing Education Resources