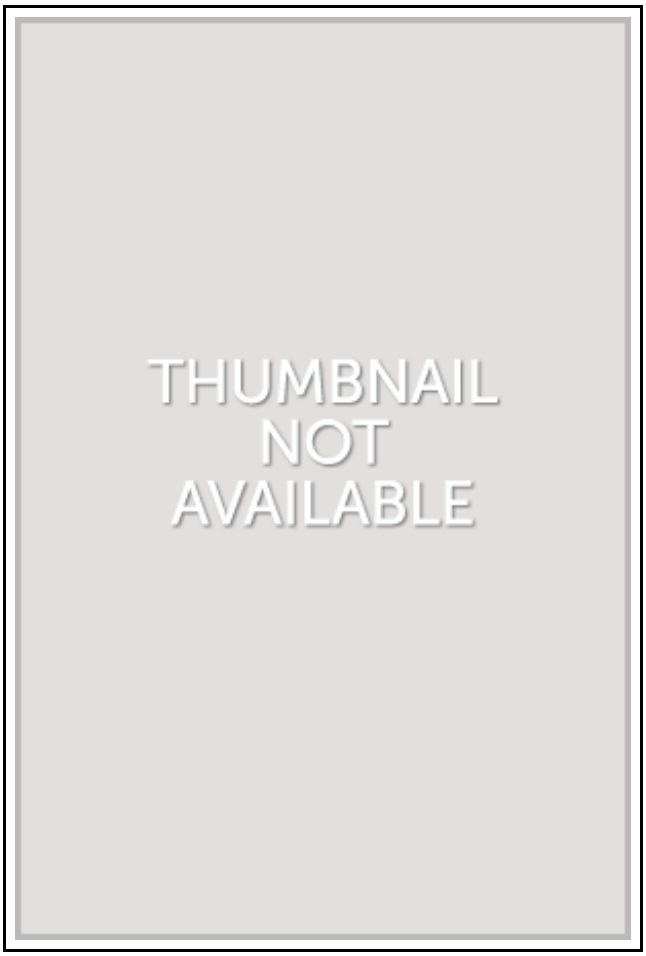
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Kogan Page Limited/Viva Books, 2010. Softcover. Book Condition: New. First edition. We all know the feeling of attending a lack-lustre, dreary and formulaic presentation where dense lumps of text are read verbatim from the screen. They are tedious to sit through and it is unsurprising that the phrase "death by PowerPoint" has entered the language. But it need not be that way. With a little time and effort you can add power to your presentations and do so simply. The PowerPoint Detox is a straightforward, practical guide designed to appeal to anyone who needs to use PowerPoint ? from new presenters and those with some experience, to those who have had training or those who have not. It will help you to prepare and use slides that will: ? Fit with your message and support it; ? Add power to your presenting style; ? Enhance your presentation with a visual element; ? Make your message memorable and assist retention; ? Add style and professionalism With sample slides and plenty of examples reproduced in PowerPoint style, The PowerPoint Detox is a clear how-to book providing practical guidance on how to create winning presentations that people will want to listen to and act on. Contents: Introduction: stand up comic: Automatic pilot ? Time for change ? Fundamental rules ? How human nature affects communication: Inherent problems ? Aids to effective communication ? Positioning your communication ? Projecting the right impression ? Presentations: the slide/speaker duo: Preparation: a few moments? thought ? A key question ? Deciding the message ? Putting it together ? Speaker?s notes ? On your feet ? Anything and everything ? What to avoid ? Best practice: Title slides ? Ice-breaker slides ? Checklist slides ? Diagrammatic slides ? Graph slides ? Dealing with greater complexity ? Pictures, photos...

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