

## GET ON POINT WITH POWERPOINT

Studies show that audiences view PowerPoint presenters as more persuasive, credible, professional and reliable and that audiences better retain information when there is a visual element added to an oral presentation. Presenters find that PowerPoint is a useful tool for organizing their thoughts. This is why presentation software has become so popular. This all day seminar is geared specifically toward attorneys (and other legal professionals) who want to learn how to use PowerPoint for client presentations, seminar presentations, mediations, arbitrations and for trial. Familiarity with Word (or WordPerfect) is required. This is a basic, introductory seminar.

Topics to be covered include:

- How to use PowerPoint effectively
- The mechanics of showing a PowerPoint presentation, from laptop to LCD projectors
- The Basics of PowerPoint—toolbars, templates and wizards
- Creating various types of slides—from bullet point lists to charts to timelines
- Learn to insert items into a slide—e.g. screen shots from the Internet, clip art, documents, photos, video, etc.
- Using the Outline and Notes features
- Adding comment boxes, callout boxes and arrows
- Resizing boxes on the slide
- Changing color of bullets, arrows, comment boxes, text and background
- Changing type size, spacing and typeface
- Adding motion, sound and animation
- Learn how to easily create attractive handouts directly from PowerPoint

This Seminar is an all-day, hands-on computer seminar. You will learn how to use PowerPoint through a step-by-step PowerPoint presentation taught by Carole Levitt and Mark Rosch, nationally recognized computer trainers of legal professionals and authors of the ABA's best-selling book, "The Lawyer's Guide to Fact Finding on the Internet."

You'll learn PowerPoint shortcuts from Levitt & Rosch, who use PowerPoint daily. The course will be based on an actual arbitration matter in which they assisted plaintiff's counsel. After years of the insurance company dragging their feet, the matter was finally brought to a winning settlement for our client once the insurance adjuster saw the evidence up on a large screen and presented in a clear, logical and persuasive fashion.

Levitt, President and co-founder of Internet For Lawyers, is both an attorney and law librarian and Rosch, Vice-President and co-founder of Internet For Lawyers, is the company's web master and has a background in marketing.

This program is best-presented in a computer lab where attendees can work one or two to a computer. It can also be presented in a standard ballroom setting if all attendees are advised to bring their own laptop (with PowerPoint **ALREADY** loaded onto it)