Powerpoint for Accountants
-Let the Numbers Speak!

Impress & Engage with your Presentation!

Target Audience: Managers, Supervisors, Department Heads, Secretary

Course Introduction
Do you fear presenting to Management?
Too many numbers and words in the slides?
Do you want to create awesome slides?

This program aims to help finance professionals create awesome slides to ace their next Top Management presentation. A financial slide well prepared will help you get to the point quickly, deliver the key message effectively and enables you to handle any questions confidently during the presentation.

Would You Want to Know...
• how to clarify and focus your presentation with thoughtful Powerpoint slides? Yes / No
• how to leverage on Charts in your presentation? Yes / No
• how to work creatively with powerpoint functions to meet your presentation needs? Yes / No
• what are the other useful advance features? Yes / No
• how to summarise a lot of data into one slide effectively? Yes / No
• how to move seamlessly with the slides? Yes / No

Results: How many YES do you have?
>5 : This is for YOU!
3 – 5 : Come & discover more
<3 : Congratulations! Join us to reinforce your learning

Learn the 5 smart Powerpoint techniques to be effective in preparing your Presentation

Work with Smart Templates
Learn to work smart with available templates within Powerpoint and from the internet, leveraging on the advance features to simplify preparation

Clarify Numbers using Visual
Learn to convert numbers into information, simple to understand visual to capture the management’s attention

Step by Step Data Presentation
Learn to identify, chunk, summarise and create impactful and effective slides for an impactful presentation

Animate with Pop Up Message to Support Presentation
Work smart - create one click pop up commentary to cater for further explanation

Creative Diagram & Linking for Effective Presentation
Learn how to use creativity to manage and navigate around your presentation seamlessly between slides

Expected Outcome
At the end of the course, attendees should be able to:
• Learn how to effectively prepare and present financial information clearly and concisely in Powerpoint
• Learn how to leverage on Powerpoint to prepare professional looking presentation without spending too much time
• Learn how to use various Powerpoint features creatively to prepare the slides effectively
• Learn to use Charts to replace text, hence making it easier for the management to understand numbers.
Course Content

Quick Wins with Powerpoint
- Challenge: Your Monthly Management Meeting is due!
- Introducing the hidden treasures found in Powerpoint functions
- Leverage on Outline vs Slide
- Work smarter with Master Slide & Layout
- Managing font type and size
- Be unique - create your own designs
- Save time & effort - make use of ready made Templates

Managing Mass Financial Data within Limited Time
- Crunching Income Statement data into meaningful slides
- What to present? How to present?
- Quick tips: Working smart with PDF file
- Manage your audience's focus & attention, creatively

Convert Numbers into Powerful Visuals
- Build charts within Powerpoint
- The many options to copy / paste an Excel Chart
- Be efficient - automate updates from Excel to Powerpoint
- The Power of Animation - control what to show
- Challenge: From text to visual
- Working With Commentary
- Working around Tables in Powerpoint
- Quick design, use creative Smart Art

Animation for Results
- Spice up the Master Slide
- Design, Draw & Animate diagrams
- Bring commentary to life!
- Liven up words with moving text

Final Set up for Presentation
- Working with Pictures & Photos, embedding Videos
- Rehearsing the slide
- The Power of Custom show
- Creating one click link
- The Power of Dual screen
- Creative challenge 1 & 2
- Wrap Up

TRAINER: Bryan Ng, CS (BSc(Hon)(UK) Acct & Fin Mngt, MSc Mngt Psychology (UK), CA, CIMA, MSP, Satir) has extensive management and financial experience and was a Corporate General Manager of a Trading House. Being the new edge leader, his diverse experience in management, finance as well as IT knowledge makes his training unique and is very well received by many participants as they now able to link what they learnt to what is required from the management. His program offers smart tips, practical applications and how one can creatively integrate various functions to create powerful results. People who attended his training will find his training easy to understand, systematic and practical. Being a powerful speaker, he has frequently been invite to speak in different overseas countries such as China, USA, Brunei, Indonesia and Singapore.

Methodology
- Group Discussions, Role Plays, Games, Exercises

Who Should Attend
- Managers, Supervisors, Department Heads, Secretary

Course Materials
- Will be provided

Duration
- 2 days (9.00am-5.00pm)

Location
- PJX (next to Amcorp mall), PJ

Laptop
- Participants to bring their own laptop

Pre-requisite
- Software Version: MS 2010
- Familiar with Basic Powerpoint

Course Fees
- Standard Fee: RM2,000
- Early Bird Fee: RM1,500* (Payment received one month before the training day)
- Group Discount Fee RM1,500* per pax (Minimum 3 pax)
- Prompt Payment Fees RM1,600* (Payment received on or before training day)

* Valid only with payment received on or before training day, otherwise standard fee will be applied. (Please write clearly the membership number in the registration form)