

## Prezi - Creating Professional Presentations

**Duration** : 1 Day

### Overview

Many are leaving PowerPoint behind and using the new Prezi Next software for business presentations. Prezi helps you create exciting, professional and colourful presentations, using both a blank canvas and fully customisable presentation templates. You can insert and customise text, colour schemes, images and videos as well as create your own videos.

Upon completion of this course, delegates will be able to create their own Prezi presentation either from Prezi templates or from scratch, become confident in the creation of non-linear presentations and learn how to design & build an amazing presentation that everyone will remember.

### Prerequisites

Delegates should have some working knowledge of using a Windows based PC or Mac computer. Delegates should feel at ease performing tasks such as arranging, sizing, importing & editing.

Delegates should have their own Prezi account: the course covers the features Individual Standard version. (The Basic (free version) does not give you access to some of the features we cover on the course.)

### Course Content

#### Getting started with PREZI

- What is Prezi?
- The Prezi Dashboard
- The Prezi Editor
- Templates and reusable presentations

#### The elements of a presentation's structure

- The overview
- Topics and subtopics
- The zoom-reveal feature

#### Working with text

- Add and edit text
- Use and edit the pre-sets
- Rotate text

#### Working with images

- Insert and edit images
- Add frames
- Group and rotate
- Replace images
- Work with icons
- Use the Image Editor
- Change the background image
- Customise the colour palette
- Change the shape and layout of topics

#### Adding content

- Insert video from a file or YouTube
- Insert PDFs and PowerPoint presentation slides
- Add Story blocks for more effective graphics
- Save objects in the Prezi library

#### Animation



- Add animation to objects
- Add a zoom area
- Create a custom starting point

### **Sharing and Collaborating**

- Present your finished presentation
- Share a view link
- Add collaborators

### **Convert a PowerPoint Presentation into a Prezi**

- Enhance your presentation using Prezi features

### **Using Prezi Video**

- Use a template to create a Prezi video
- Make a presentation to use as a video
- Download your video as an MP4