

## **Best Practices in PowerPoint** <sup>[1]</sup>

The purpose of the Best Practices in PowerPoint course is to show participants how to create great visuals for any type of presentation, whether an on-stage speech to an audience of 100, a small-group meeting, or an online webinar.

**Program Level:** Basic

**Prerequisites:** None

**Advanced Preparation:** N/A

**Instructional Method:** Group-Live

**Instructor:** [Chris Seek](#) <sup>[2]</sup>

**Recommended CPE Credit:** 2.0 Hours

**Field of Study:** Communications and Marketing

### **Course Objectives:**

At the end of the course, participants will be able to:

- Identify tips to create great visuals for any type of presentation, whether an on-stage speech to an audience of 100, a small-group meeting, or an online webinar;
- Provide details on how to build a slide deck of powerful visuals that promote participation;
- Explain how to use speaker notes most effectively; and,
- indicate where to find copyright-free resources.

### **Program Policies** <sup>[3]</sup>

#### **NASBA Statement:**

The University of Colorado is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website:

[www.learningmarket.org](http://www.learningmarket.org) <sup>[4]</sup>.



---

**Source URL:** <https://www.cu.edu/controller/cpe-cpas/course-catalog/best-practices-powerpoint>

**Links**

[1] <https://www.cu.edu/controller/cpe-cpas/course-catalog/best-practices-powerpoint>

[2] <https://www.cu.edu/controller/chris-seek-cpe-instructor>

[3] <https://www.cu.edu/controller/cpe-cpas-policies>

[4] <http://www.learningmarket.org>