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C O N T E N T S O F T H E C D - R O M

CD Summary and Use Statement

CHAPTER 1: FOCUS ON YOUR KEY MESSAGES

Exhibit 1.1: The Presentation Overview

Exhibit 1.3: Mini-Talk Meeting Overview

Exhibit 1.5: Presentation Checklist

Figures 1.1 to 1.30: Formats and Executive Summaries

CHAPTER 2: CONNECT TO YOUR AUDIENCE

Exhibit 2.2: Connect Checklist

Figure 2.1: The Communication Pyramid

Figure 2.2: Sample Quiz Game Slide

Figure 2.3: Your Priorities: Additions and Comments

Figure 2.4: Agenda Slide

CHAPTER 3: USE SPECIFIC POWERPOINT FEATURES

Exhibit 3.1: Using PowerPoint Checklist

Figure 3.1: Ten Steps to Your Success

Figure 3.1: Ten Steps to Your Success with Hyperlinks

CHAPTER 4: DESIGN PROFESSIONAL SLIDE LOOKS

Figures 4.13 to 4.29: Professionally Designed “Empty” Content Slides

Exhibit 4.1: Slide Looks for Your Library Checklist

CHAPTER 5: INCREASE YOUR CREDIBILITY WITH EFFECTIVE SLIDES

Exhibit 5.3: Total Visual Checklist

Exhibit 5.4: Single Visual Checklist

Figures 5.1 to 5.41: Effective and Ineffective Slide Examples

Figures 5.1 to 5.41: Effective and Ineffective Animation Examples

CHAPTER 6: PREPARE FOR TECHNOLOGY SUCCESS

Exhibit 6.1: Technology Checklist

CHAPTER 7: REHEARSE LIKE IT'S THE REAL THING

Exhibit 7.1: Rehearsal Feedback Form

Exhibit 7.2: Rehearsal Checklist

Exhibit 7.3: Preparation Checklist

Exhibit 7.4: Equipment Checklist

CHAPTER 8: DEMONSTRATE EXECUTIVE PRESENCE

Exhibit 8.4: Executive Presence Behaviors Critique

Figures 8.1 to 8.10: Persuasion Slide Examples

ADDED RESOURCES

Crystal Graphics

Geetesh Bajaj Designs

SmartDraw Examples

Perspector Examples