

Using a Computer as a Training Presentation Tool

Your computer and you – both finely tuned instruments!



Before the presentation

- Set up so you can deliver from a standing position, to one side of the screen facing the participants
 - Use a lectern or podium, create a level surface to work from if possible
 - Elevate as high as possible – chest level if possible
 - Use a mouse
- Arrive early and test all connections; run through entire presentation and links
- Consider adding the ‘tails’ and ‘CTRL’ key options to your mouse pointer (under Control Panel > Mouse > Pointer Options)
- Project the program you plan to demonstrate and view it from the seat furthest away
 - Practice using the ‘Zoom’ function in the program you are showing to provide a better picture for the audience (even though it may mean additional scrolling).
 - Change your screen resolution to increase size if needed
- Be prepared for technical issues
 - Know your technical support by name and phone number
 - Ask for technical support to be in the room when you start and on call for emergencies
 - Ask someone to support you if there are technical issues (for instance, someone to call IT or find technical support so you can continue to train)

Additional information in full version