



The 5 Secrets to Creating eLearning with PowerPoint: A Beginner's Guide - The quickest way to turn any presentation into an online course

Carita Gronroos

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Do you have a presentation that you want to convert into an elearning course but don't know where to start?

Have you used elearning software such as Storyline, Captivate, Presenter, iSnap or Lectora to make elearning but your courses still look and feel like a presentation?

Do you work at home and have a great idea for an online course that you'd like to earn an income from but don't know where to start?

Don't stress - this book is for you!

Did you know that you can create good looking and easy to use elearning courses with any presentation software? It's just about shifting your mindset in how you use the software. This book will show you the 5 simple steps anyone can do to convert a dull presentation into a more effective and engaging online course. And if you already use elearning software these steps will show you how to quickly transform your courses into a professional product.

The principles covered in this book can be used with any presentation or elearning software. They can also be applied to your day to day presentations to make them stand out and save the audience from 'death by PowerPoint'. And it's not as scary as you might imagine - if you can use PowerPoint - you can build an elearning course! You do not need to be an education designer, a graphic designer or a programmer to get started on building a course for your clients and customers.

As someone who has spent over 12 years developing elearning for private, public, large and small organisations, this book is essentially my cheat sheet of tips and tricks that I have learnt and continue to use to achieve results fast. Why? Because everywhere I've worked I have come across the same problem: Budget cut backs result in people who are not familiar with elearning being forced to create online courses with no time to learn how and their bosses want more with less.

Why is this book different? Because I've been the programmer, the graphic designer and instructional designer. I know the pitfalls that being a specialist in one of these areas results in - for example, a wonderful instructional designer may not fully understand the technical impact of videos and graphics and how you can take a few simple steps to ensure that your learners experience with your course is fast and enjoyable (whilst still incorporating video and graphics).

The steps in this book take into account that sometimes time pressure from managers means you need to quickly revamp your current 'presentation style' course into something that looks like a professional elearning product.

What do you get? This book will show you: the absolute basics of instructional design and what to do when you don't have time to do it well; the best way to write content to get the learner involved; the #1 design trick that will make you look like a pro and how you can make images do the hard graphic design work for you; and links to free online resources that I regularly use. You will also see the common mistakes others

make so that you don't fall into the same traps. And finally a checklist and a list of resources and further reading for when you are ready to take your online courses to the next level.

This book is specifically written for two main groups of people - the content experts, trainers and HR staff in large corporate environments involved in the training cycle; and entrepreneurs or small business operators running a business from home who have a great idea for a course. But in reality, anyone who wants to take their presentations and courses to the next level to impress their managers, increase productivity and knowledge transfer or sell their courses will benefit from this book.

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