

Create electronic presentations (PowerPoint 2013)

This book supports BSBITU302B Create electronic presentations in the BSB07 Business Services Training Package.

© Millbank Investments Ltd, NZ, June 2015

Software Publications writing team

ISBN 978-1-922241-21-4

Disclaimer

All rights reserved. No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, scanning, recording, or any information storage and retrieval system, without permission in writing from Millbank Investments Pty Ltd, NZ or the from the publisher, Software Publications Pty Ltd. No patent liability is assumed with respect to the use of the information contained herein. While every precaution has been taken in the preparation of this book, the publisher and authors assume no responsibility for errors or omissions. Neither is any liability assumed for damages resulting from the use of the information contained herein.

Software Publications Pty Ltd (ABN 75 078 026 150)

Head Office - Sydney

Unit 3
25 Gibbes Street
Chatswood NSW 2067

www.SoftwarePublications.com.au

Published and printed in Australia

BSBITU302B Create electronic presentations

Unit descriptor This unit describes the performance outcomes, skills and knowledge required to design and produce electronic presentations for speakers, for self access and for online access.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Application of the unit This unit applies to individuals employed in a range of work environments who design electronic presentations. They may work as individuals providing administrative support within an enterprise, or may be responsible for production of their own electronic presentations.

Employability skills This unit contains employability skills.

Prerequisites There are no prerequisites for this unit.

Element	Performance Criteria	Page Reference
1	Prepare to create presentation	
1.1	Organise personal work environment in accordance with ergonomic requirements	Software Publications WHS included with downloaded exercise files
1.2	Determine purpose, audience and mode of presentation in consultation with content author or presenter	xviii–xx, 74, 104, 110–111
1.3	Identify presentation requirements in terms of supporting documents, transparencies and equipment	xxi–xxii, 14, 35, 46–47, 87–89, 110–111
1.4	Apply work organisation strategies and energy and resource conservation techniques to plan work activities	Software Publications WHS included with downloaded exercise files
2	Create presentation	
2.1	Design slides, notes and handout masters to incorporate organisational and task requirements in relation to image and preferred style, avoiding <i>distractions</i>	xxii–xxv, 102, 106 65–67, 81–86,
2.2	Use software functions for consistency of design and layout, to meet identified presentation requirements	28, 57–61, 65–67, 81–92
2.3	Balance presentation features for visual impact and emphasis	29–30, 49–58, 65, 71, 90, 94–102, 106–107
2.4	Use advanced software features to streamline and customise the presentation for different audiences	78, 108–109
2.5	Prepare presentations within designated time lines	x

Element	Performance Criteria	Page Reference
3	Finalise presentation	
3.1	Use manuals, user documentation and online help to overcome problems with design and production	xv, 72–73
3.2	Check presentation for spelling, consistency in presentation features and style, in accordance with task requirements	xxiii, 25
3.3	Print presentation materials in accordance with presenter or audience requirements	14, 47, 67–69, 81–83
3.4	Store presentation , in accordance with organisational requirements and exit the application without information loss or damage	vii–viii, xi–xiv

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to clarify requirements of documents
- keyboarding skills to enter text and numerical data
- literacy skills to read and understand organisational procedures, to use screen layout to support text structure, and to proofread and edit documents
- problem-solving skills to use processes flexibly and interchangeably.

Required knowledge

- key provisions of relevant legislation from all forms of government, standards and codes that may affect aspects of business operations, such as:
 - anti-discrimination legislation
 - ethical principles
 - codes of practice
 - privacy laws
 - occupational health and safety
- effect of design features on readability and appearance of electronic presentations.

Range Statement

The Range Statement provides advice to interpret the scope and context of this unit of competency, allowing for differences between enterprises and workplaces. It relates to the unit as a whole and facilitates holistic assessment. The following variables may be present for this particular unit:

Variable	Scope	Page References
Ergonomic requirements may include:	avoiding radiation from computer screens	Software Publications WHS included with downloaded exercise files
	chair height, seat and back adjustment	
	document holder	
	footrest	
	keyboard and mouse position	
	lighting	
	noise minimisation	
	posture	
	screen position	
Mode of presentation may include:	workstation height and layout	
	available for browsing by individuals	74, 104
	display on one computer, control from another	xx
	online, internet, intranet	xx, 110–111
	conference presentation	n/a
	self-running presentation	xx, 104
Presentation requirements may include:	speaker	Throughout workbook
	35 mm slides	46
	annotation pen	35
	computer equipment and peripherals for on-screen presentation	xxi
	data show	xxi
	digital pointer	xxi
	handouts	xxii, 67, 81–82
	internet access	xxi, 110–111
	laptop computer	xxi
	network access	n/a
	outlines	87–89
	overhead projector	xxi
	overhead transparencies	47
	paper printouts of presentation or slide show	14
	slide projector	xxi
	speaker notes	68–69, 83
video projector/s	n/a	
world wide web documents	n/a	
Work organisation	exercise breaks	Software Publications

Variable	Scope	Page References
requirements may include:	mix of repetitive and other activities	WHS included with downloaded exercise files
	rest periods	
Energy and resource conservation techniques may include:	double-sided paper use	
	recycling used and shredded paper	
	re-using paper for rough drafts (observing confidentiality requirements)	
	utilising power-save options for equipment	
Organisational and task requirements may include:	company colour scheme	
	company logo	xxii
	corporate image	n/a
	music	xxii
	organisation name, time, date, occasion etc. in header/footer	xxii
	organisational video clip	xxii
Distractions may include:	heavy colour	xxv
	insufficient colour separation (background to text)	xxv
	irrelevant animation	xxv, 102
	multiple transitions	xxv
	overly busy background	xxiv
	overuse of sound	xxv, 106
	too many words or pictures per slide	xxiv
	too small fonts	xxiv
Software functions may include:	backgrounds	65–67
	colour schemes	28, 57–61
	creating templates	84
	handout master	81–82
	importing outlines from other applications	87–89
	importing images and graphics	90–92
	notes master	83
	placeholders	Throughout book
	slide master	65–67, 84–86
Presentation features may include:	animation	30, 94-102
	charts	96
	graphics	57–58, 90
	headlines or titles	Throughout workbook
	illustrations	49–56
	logos	65, 90
	music	n/a
	objects	49–56

Variable	Scope	Page References
	pace	n/a
	pictures	57–58, 90
	sound	106–107
	text content	Throughout workbook
	timing	71, 94, 101-102
	transitions	29
	video clips	n/a
Advanced software features may include:	agenda slides	78
	presentation within a presentation – custom show	108–109
Designated time lines may include:	organisational time line e.g. conference deadline requirements	x
	time line agreed with internal or external client	
	time line agreed with supervisor or person requiring presentation	
Presentation materials may include:	handouts	67, 81–82
	outlines	n/a
	overhead transparencies	47
	paper printouts of presentation/slide show	14
	speaker notes	68–69, 83
	35 mm slides	n/a
	world wide web documents	n/a
Storing presentations may include:	authorised access	xii
	filing locations	vii
	organisational policy for backing up files	xi
	organisational policy for filing hard copies	xiv
	security	xii–xiii
	storage in folders/sub-folders	vii–viii
	storage on disk drives, USB, CD-ROM, backup tapes, server	vii, xi

Evidence Guide

The Evidence Guide identifies the critical aspects, knowledge and skills to be demonstrated to confirm competency for this unit. This is an integral part of the assessment of competency and should be read in conjunction with the Range Statement.

<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • creating at least two electronic presentations
<p>Context of and specific resources for assessment</p>	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • access to an actual workplace or simulated environment • access to office equipment and resources • access to examples of electronic presentations and style guides.
<p>Method of assessment</p>	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate • review of presentation materials • demonstration of techniques • oral or written questioning to assess knowledge of word processing software functions.
<p>Guidance information for assessment</p>	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"> • other business services units.

Employability Skills Mapping

Employability Skills for BSB30110: Certificate III in Business

Employability Skill	Industry/enterprise requirements for this qualification include	How this Employability Skill is covered
Communication	<ul style="list-style-type: none"> communicating verbally with others in negotiation, training and questioning writing a range of simple documentation and communications 	Throughout this workbook, a wide range of presentations are created, communicating varied information.
Teamwork	<ul style="list-style-type: none"> completing individual tasks to support team goals conveying workplace procedures and work instructions to team members 	n/a
Problem solving	<ul style="list-style-type: none"> resolving issues and conflicts with team members using manuals and other documentation to overcome problems with information technology or other office equipment 	Page xv describes the use of manuals and solving operational problems. Pages 72–73 cover the use of the PowerPoint Help facility.
Initiative and enterprise	<ul style="list-style-type: none"> demonstrating individual responsibility for completing tasks suggesting improvements to support the development of improved work practices and team effectiveness 	All tasks in this workbook are completed by the individual, demonstrating the ability to create an accurate presentation single-handedly.
Planning and organising	<ul style="list-style-type: none"> contributing to planning processes with team members to meet expected outcomes gathering, organising and applying workplace information for the organisation's work processes and information systems 	Pages xxi–xxii contain information about presentation planning, including determining organisational requirements. Presentation plans are created as part the BSBITU302B final assessment.
Self management	<ul style="list-style-type: none"> identifying development needs and seeking training to fill needs monitoring and recording the performance of own work area 	Page xxix contains a presentation checklist which can be used to assess the quality of a presentation. Presentation checklists are used to assess performance in the BSBITU302B final assessment.
Learning	<ul style="list-style-type: none"> developing a comprehensive knowledge and understanding of products and services identifying priorities and pursuing personal work goals in accordance with organisational objectives 	By working through this book the learner will develop comprehensive knowledge on how to create presentations in a business/educational environment.
Technology	<ul style="list-style-type: none"> using information communication technology to communicate with team members or clients using word processing packages, spreadsheets and/or databases to produce written correspondence and reports 	The whole book requires the learner to operate a PC running a Windows operating system and the Microsoft PowerPoint 2013 application. Microsoft Word and Microsoft Excel are also used.

Using Manuals

Manuals

A manual is a paper or computerised document which provides information on a specific topic.

Instructional Manuals

Instructional manuals provide step-by-step instructions on how to use a particular feature or object, in a logical sequence. This workbook is an instructional manual. Each feature is taught by step-by-step instructions and additional exercises are provided for consolidation of learning and accumulation of knowledge.

Procedures Manuals

Procedures manuals are generally specific to an organisation. You may be provided with a manual when you first join an organisation. They should cover important information about how the organisation is run and what is expected of you. The following may be included:

- Information about how data is to be stored and handled.
- The company's internet and email usage policy.
- Information about copyright.
- Behavioural standards in the organisation, e.g. the banning of inappropriate behaviour.
- Document standards, formats and templates to be used. This may include the proper use of the company logo, colour scheme, etc.
- The company reporting structure – who reports to whom.

Software Help

Most computer applications contain help files which provide information on using the application. Examples include:

- Windows Help and Support supplied with Windows 8.1.
- Microsoft PowerPoint Help

Many help files have an online component, meaning your computer must be connected to the internet to access all content.

Help files tend to contain a search facility. Enter a keyword to search for information on that topic.

Solving Operational Problems

If you are unsure about how something should be done in your organisation, your first step is to consult your company's procedures manual. If this does not contain the information you require, speak to your supervisor.

Online communities and forums can also be a source of help. These are electronic meeting places where people discuss specific topics. For example, Microsoft has a series of forums called **Office Answers** where you can post questions and other people on the forum will make suggestions and try and solve the problem.

Copyright

What is Copyright?

The purpose of copyright is to protect an original work, by controlling how that work is copied and distributed. These works can include written words, sound recordings, performing arts, filmed material and computer software amongst others. The creator/owner of the work is said to hold copyright for that material and copyright laws dictate who can duplicate the material, thus protecting the interest of the owner.

Copyright in Australia it is protected by the **Copyright Amendment Act 2006**.

Copyright in the Workplace

Many workplaces will have regulations pertaining to copyright. Organisations can be prosecuted and fined heavily if they break copyright law; therefore, it is in their interests to ensure all employees are made aware of copyright regulations.

Some areas that organisations may include in their copyright policies are described below.

Software

Software copyright is not usually sold – it is licensed. If you use three separate computers, you need to have three licensed copies of your software or have a license that allows you to install it three times. Many organisations have regulations in place to stop the illegal copying of software and to ensure all software installed on the organisation's computers has been purchased legally.

Material from the Internet

Information available on the internet may be freely available, but that does not mean it can be assumed to be free of copyright. For example, although it is easy to download an image from the internet, you may be breaching copyright if you do so without permission. Some websites provide material which can be copied freely, but it is generally labelled as such.

Organisations should have regulations pertaining to internet usage, including how to deal with material retrieved from the internet. For example, if you wish to use information you have gathered from the internet, you may require written permission from the webmaster or owner of the website. Or, if you are including such material in a written report or presentation, you may be required to provide a formal citation, stating where the material was taken from.

Fair Dealing

Under certain circumstances, a small portion of copyrighted material may be copied. This provision is known as fair dealing, and allows material to be copied when it is used for such things as education, review and criticism, parody and satire. An organisation may specify, for example, what proportion of a text may be copied for educational purposes within the workplace.

Copyright and Presentations

Slide presentations created with applications such as Microsoft PowerPoint 2013 can contain images, video, music and animations. These can be used to great effect in making your presentation look dynamic and exciting. You have to take care however that you do not break copyright law by adding images or multimedia content downloaded illegally from the internet. Ensure you get permission to use this material or create your own images, videos, charts, etc. to decorate your presentation.

Clip Art images supplied with PowerPoint are for private use and educational purposes only. They cannot be used in commercial publications and presentations.

Work Request Forms

In an efficient organisation a work request form will be given to the relevant staff members regarding tasks to be completed. This form should include all information required in order to complete the specified task. A work request form may be quite detailed as in the example below:

WORD PROCESSING REQUEST FORM	
Author's Name: <u>Malcolm</u> Date: <u>2 August</u> <u>Today</u>	Create a document:..... <input checked="" type="checkbox"/> Edit existing document (Name of document) Rename document:.....
Date Required: <u>1</u> No. of Copies:	Paper Size: A4 Portrait..... A4 Landscape..... Other
Instructions: Please create mail merge letters with labels to send to the people shown in the visitors' books for open houses on 8 and 15 August. In the letter just thank them for visiting the open home at (street and area) on (date). Also mention that we are enclosing information regarding open homes for the month of September (remind me to do this tomorrow - date the letters with tomorrow's date). End by saying that if we can be of further assistance to contact our office. Print a copy of the data file also. We'll need mailing labels also.	

A simpler work request form may be used for a basic task where little detail is required. These can then be stapled to the required task and given to the relevant staff member for completion or emailed along with the required files.

WORK REQUEST FORM
Author's Name: <u>John Sinclair</u> File:..... <u>Client Database</u> Date Required: <u>Today</u> No. of Copies <u>1</u>
Comments: Add the attached clients to our database. Print a report listing all corporate clients.

WORK REQUEST FORM
Author's Name: <u>K. Marsh</u> File: Date Required: <u>12 March</u> No. of Copies <u>1 plus 6 handouts</u>
Comments: Create a PowerPoint presentation to display January sales figures. Include a pie chart and print slides as handouts.

Always clarify the requirements for the document with the author if there is anything that you do not understand. Requirements include who the document is for, why it is needed, the style or layout, where it is to be stored and any security requirements.

Presentations with PowerPoint

A presentation can be given for many reasons, from a school project to a product demonstration. The presentation could be to a small group or to an auditorium of people.

PowerPoint 2013 is an application designed to help you present your information to an audience. This is done through the creation of a series of slides. These slides are combined to create a presentation which can then be viewed in a number of ways: on a screen with a data projector, on a computer monitor, on a website, etc. These slides can also be used to create printed handouts for your audience. Whichever form your information is being presented in, it must be clear, concise and appropriate to your audience

The next few pages will assist you in planning your presentation. The more planning and thought you put into your presentation the more comfortable you will be when presenting.

Creating a Presentation

There are six main steps to producing a presentation.

Step 1 – Determine Requirements

- Determine the purpose of the presentation.
- Understand the type of audience who will be attending your presentation.
 - Knowledge
 - Interests
 - Male/female ratio
 - Age
 - Approximate number that will be attending.
- Select the presentation method to be used. If you are presenting to a large audience this may involve a data projector and screen. If it is a very small group, you may just use a computer monitor.
- Determine the date, start time and length of the presentation.
- Decide on a location. Ensure the location is available and that it is an appropriate size for your intended audience. If it is a large room you may need to use a microphone.
- What will the presentation cost? In assessing costs of a presentation, include:
 - room hire (plus extra charges for chairs, refreshments, etc.)
 - hire of any equipment, e.g. data projector
 - cost of materials and services of the presentation, e.g. cost of overhead transparencies.
 - cost of audience materials, e.g. name tags, notes, handouts, brochures.

Step 2 – Arrange Information

- Gather information on the content of your presentation.
- Organise the content into a logical order. The order of a presentation should be introduction, body of the presentation and a conclusion.
- Decide on the information that will appear on slides and handout pages.
- Ensure the length of the presentation will fit within the time frame allocated.

Step 3 – Create Presentation

- Create the presentation in PowerPoint or a similar application.
- Incorporate any organisational requirements, e.g. fonts, logos, colour schemes.
- Ensure the order of the presentation flows well. Topics should be presented in a logical order that the audience can understand.
- Vary slides with tables, images, charts, etc. to keep the presentation interesting.
- Test drive a couple of slides on the equipment. This will ensure any fonts, colours, objects, pictures, etc. will display correctly on the equipment used.
- Make any changes required using the information gained from the test drive.

Step 4 – Rehearsal

- Rehearse the presentation by yourself. Run through it at least twice before presenting to another person.
- If you are demonstrating using equipment such as a projector, be sure to include these in your rehearsal.

Step 5 – Presentation

- Arrive early for your presentation.
- Set up and test any equipment required to ensure that everything is working correctly.
- Make sure that all lights are on at the start of a presentation. This will help your audience find a seat. Once the audience is settled you should introduce yourself and the topic. The lights can then be dimmed. Remember not to dim the lights too much as the audience will want to see you and they might want to take notes.

Step 6 – Evaluation

Once the presentation is over, evaluate how your presentation went:


- Was the content valid?
- Was there enough time to finish the presentation?
- Were you able to communicate with the audience comfortably?
- Did all the equipment work?

Custom Animation

Custom Animation gives you the opportunity to animate several objects within a slide. Each object can have its own animation effect or a group of objects can be animated at once. The types of animation effect that can be applied are varied, from a basic checkerboard effect to a motion path where you set a path along which the object flies.


Animating Pictures

Exercise 75


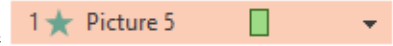

- 1 Open the presentation called **Deirdre's HOD**.
- 2 Display slide 3. Click on the picture.
- 3 Display the Animations Ribbon. Click on the Animation pane button  Animation Pane . The Animation pane will display at the right.



Add

- 4 Click on Add Animation button  Animation ▾ from the Advanced Animation Group. You will see that animation effects have been categorised, e.g. Entrance, Emphasis, Exit.






- 5 From the Entrance list select Zoom  . (An Entrance effect occurs when the object appears.) The animation will be listed on the Animation pane  .
- 6 On the Animation pane click on the  beside the animation. Select Remove. The animation will be removed from the picture.





Add



- 7 With the picture selected, click on  Animation ▾ and select  Wheel from under the Entrance Effects.
- 8 From the Timing Group on the Animations Ribbon change the *Duration:* to **1.25**  Duration: . This will speed up the animation.
- 9 Save the presentation and move to slide 7.
- 10 Click on the picture in the bottom left corner.




Grow & Turn .

- 11 Use the Add Animation button, add the Entrance Effect  .
- 12 Click on the image of the ring in the centre of the slide. Apply the Entrance Effect  Wipe .




Effect

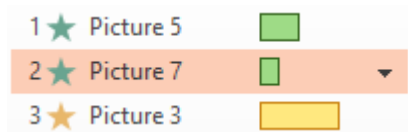
- 13 With the image still selected, click on the Effects Options button  Options ▾ and select From Left.
- 14 Click on the logo at the bottom right corner of the slide. Apply the Emphasis Effect





Grow/Shrink .

Note that numbers  are displayed beside the animated images in the slide. These will only show when the Animations Ribbon is displayed, and correspond to the numbers of animations listed on the Animation pane.

- To change the animation order, click on the second animation listed in the Animation pane.

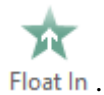


- Click on  above the animation list to move the animation of Picture 7 before Picture 5.
- Click on the Play From button .
- Save the presentation and keep it open for the next exercise.

Animating Text

Exercise 76

- Using **Deirdre's HOD**, display the first slide in the presentation.
- Select the text Gemstone Jewellery and use the Add Animation button to apply the effect



- Select the text box containing the contact details at the bottom right of the slide. Apply the




effect **Wheel**. Change the duration to **1.00**

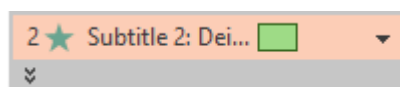


Effect


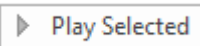

- Click on the Effect Options button  and select By Paragraph.

An animation number has been applied to each paragraph in the text box, as shown by the numbers on the slide.

It is also indicated in the Animation pane by the Grouping button  under the effect.



2 Deirdre's House Of Design
3 PO Box 3122
4 Sydney
5 Phone: (02) 9810 5633
6 Email: deirdre@dhod.com.au

- Click on the Grouping button  to display all the paragraphs relating to the text box.
- Click on the Play Selected button  to view the paragraph animations.
- Click on  to close the Animation pane.
- Save the presentation.
- Watch the whole presentation in Slide Show View. Click with the mouse to animate each object and to move on to the next slide.
- Close the presentation when finished.

Additional Exercise

Exercise 77

- 1 Create a presentation using the information shown below and on the following page.
- 2 Select an appropriate slide layout for each slide.
- 3 Apply a theme of your choice.
- 4 Insert suitable graphics or use the Shapes button to add relevant objects.
- 5 Use slide transitions and custom animation to enhance the slide show.
- 6 Save the presentation with the file name **Williams' Appliances**.
- 7 Print a copy of the presentation. Close the presentation when finished.

Williams' Appliances Pty Ltd Report

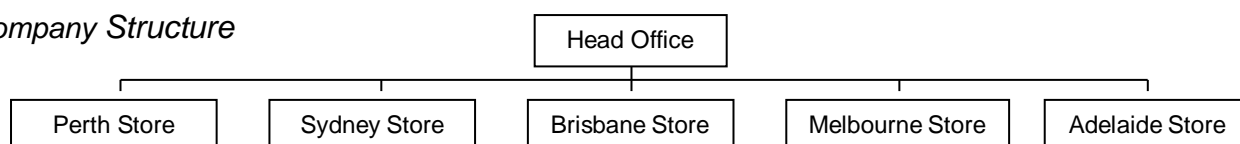
Williams' Appliances Pty Ltd

- Major developments over the last year
- Company Structure
- Sales Summary
- Sydney Report
- Brisbane Report
- Summary

Major Developments

- Introduction of a Perth store in January
- Distribution rights to the Kitchen Plus range
- Nationwide Easter promotion - successful
- Increase in demand for dishwashers
- Competition from Household Gadgets
- Refurbishment of the Sydney store

Company Structure



Sales Summary (column chart)

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Sydney	85,000	72,000	65,000	75,000
Brisbane	50,000	64,000	65,000	45,000
Melbourne	68,000	62,000	50,000	58,000
Adelaide	40,000	60,000	45,000	55,000

Sydney Report

- Moderate turnover over Christmas
- Little stock turnover in small appliances, high turnover in larger appliances
- Nationwide Easter promotion successful

Brisbane Report

- Downturn in the number of ovens sold
- Increased hours on Thursday and Friday
- Easter promotion went well
- Employed two more staff members

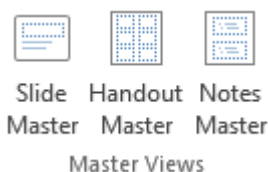
Summary (pie chart)

Sydney	297,000
Brisbane	224,000
Melbourne	238,000
Adelaide	200,000

Slide Master

For some presentations, you may wish to place a logo or text on every slide. This can be done by using Slide Masters which are used to apply backgrounds to each slide.

The Master Views Group on the View Ribbon contains the Slide Master button, along with the Handout and Notes Master buttons which will be covered later.



Exercise 78

- 1 Open the presentation called **Home Decorating Workshop**.



Slide Master .


- 2 Display the View Ribbon and from the Master Views Group click on Slide Master .
The Slide Master Ribbon will appear before the Home Ribbon. This Ribbon allows you to manage any additional Slide Masters you create.
- 3 Scroll to the top of the list of thumbnails. Select the first slide (Master Slide).



Adjustments to the Master Slide are applied to all slides in the presentation.



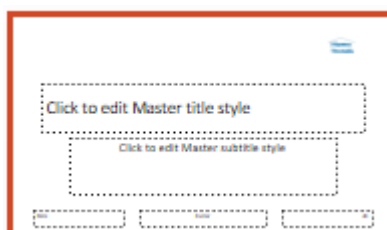
- 4 Display the Insert Ribbon. Click on the Pictures button **Insert Pictures** to display the Insert Picture dialog box. Navigate to your exercise files folder.



- 5 Double click on the image file called **HomeTrends** to insert it into the slide.
- 6 Position the picture in the top right corner of the slide. With the picture selected click on  Send Backward ▾ and select Send to Back.




Close

- 7 From the Slide Master Ribbon click on **Master View**. The logo now appears on every slide.
Editing the Master Slide applies formatting to all slides in the presentation. It is also possible to edit specific slide layouts. For example, you could apply formatting just to the Title Slide layout.
- 8 From the View Ribbon click on the **Slide Master** button.



- 9 Select the thumbnail for the title slide  (second from the top). Formatting applied to this slide will only be applied to title slides.
- 10 Put a tick in the **Hide Background Graphics** option from the Background Group. This will hide the background image just on the Title Slide layout.
- 11 Insert the **HomeTrends** logo on the Title Layout and position it to the top left corner of the slide.
- 12 Click on the top slide in the Slides pane to return to the Slide Master.
- 13 With the Slide Master Ribbon displayed, click on the ▾ of  **Background Styles** ▾ from the Background Group and select **Format Background**. The Format Background pane will display.

- 14 In the Fill section, select **Gradient fill**. Click on **Preset gradients** button  and select **Light Gradient – Accent 1**,

- 15 Check **Linear** is selected from the **Type** box .

- 16 Click on the **Direction**  and select **Linear Down**.

Because the background was applied to the Slide Master it has been applied to all slides in the presentation.




Close

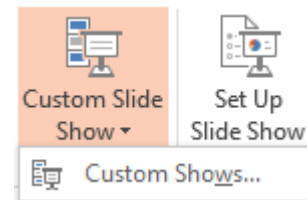
- 17 Click on **Master View**.
- 18 Press **Ctrl Home** to view the first slide (title slide layout). Notice that the first slide has the logo in the top left corner, whereas the other slides have it in the top right corner.
- 19 Save the presentation and keep it open for the next exercise.

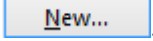
Custom Shows

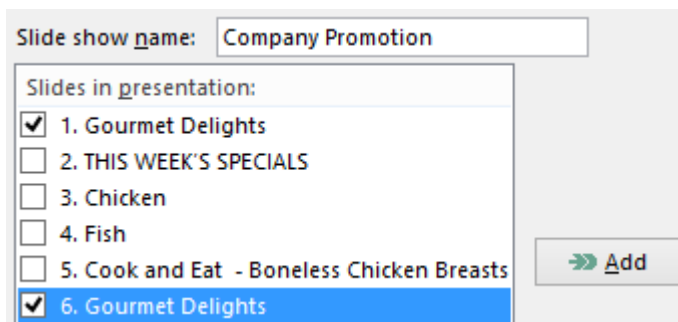
The Custom Shows feature allows you to have several slide shows within one presentation.

Exercise 122

- 1 Open the presentation called **Delights**
- 2 Click on . Each slide is set to display for 6 seconds.
- 3 When the slide show has finished, display the Slide Show Ribbon. From the Start Slide Show Group click on the Custom Slide Show button and select Custom Shows.






- 4 Click on .
- 5 Type: **Company Promotion** in the *Slide show name:* box.
- 6 Put a tick in the check box beside 1. Gourmet Delights from the *Slides in presentation:* box.
- 7 Put a tick in the check box beside 6. Gourmet Delights.




- 8 Click on .

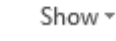
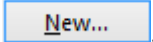
Tip

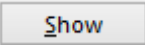
If you add an incorrect slide, click on the slide in the *Slides in custom show:* box then click on the Remove button . This does not delete the slide, but removes it from the Custom Slide Show.

If you need to change the order of the slides shown in the *Slides in custom show:* box, click on the slide required and click on either  OR .

- 9 Click on OK. Company Promotion is displayed in the *Custom shows:* box.
- 10 Click on . Only the first and last slide of the presentation will be included.
- 11 When the slideshow has finished, close the Preview screen.



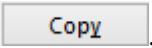
- 12 Click on  and select Custom Shows.
- 13 Click on . Create a custom show with the name *No Specials*. Add the following slides to the custom show.
 1. Gourmet Delights
 3. Chicken
 4. Fish
 5. Cook and Eat - Boneless...
 6. Gourmet Delights

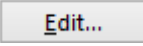
14 Click on OK and click on  to show the slide show.

15 When the slideshow has finished, close the Preview screen.




16 Click on  and select Custom Shows.

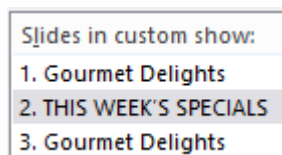
17 With Company Promotion selected, click on .

18 With Copy of Company Promotion selected, click on . Change the Custom Show name to: **Specials**

19 Add slide 2. THIS WEEK'S SPECIALS.


20 Click on 3. THIS WEEK'S SPECIALS from the *Slides in custom show:* box.

21 Click on  so the Specials slide is relocated to display between the two *Gourmet Delights* slides.



22 Click on OK.

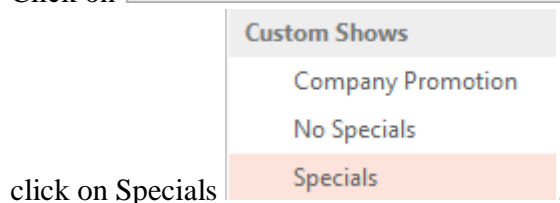


23 Click on Close. Click on  and select Specials to play the custom show.

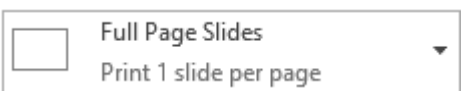
24 When the slideshow has finished, close the Preview screen.

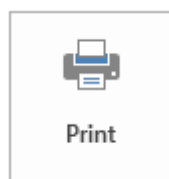
25 Click on  and select .

26 Click on . From the list of Custom Shows that display,



click on Specials .

27 Click on  and select 3 Slides.



28 Click on  to print the custom show as a handout.

29 Save and close the presentation.

Evidence Guide

Elements and Performance Criteria

The elements and performance criteria are covered during assessment in the following ways.

Element	Performance Criteria	Assessment Tasks
1	Prepare to create presentation	
1.1	Organise personal work environment in accordance with ergonomic requirements	Task 1
1.2	Determine purpose, audience and mode of presentation in consultation with content author or presenter	Task 2, Task 3
1.3	Identify presentation requirements in terms of supporting documents, transparencies and equipment	Task 2, Task 3
1.4	Apply work organisation strategies and energy and resource conservation techniques to plan work activities	Task 1
2	Create presentation	
2.1	Design slides, notes and handout masters to incorporate organisational and task requirements in relation to image and preferred style, avoiding <i>distractions</i>	Task 2, Task 3
2.2	Use software functions for consistency of design and layout, to meet identified presentation requirements	Task 2, Task 3
2.3	Balance presentation features for visual impact and emphasis	Task 2, Task 3
2.4	Use advanced software features to streamline and customise the presentation for different audiences	Task 2
2.5	Prepare presentations within designated time lines	Task 2, Task 3
3	Finalise presentation	
3.1	Use manuals, user documentation and online help to overcome problems with design and production	Task 2
3.2	Check presentation for spelling, consistency in presentation features and style, in accordance with task requirements	Task 2, Task 3
3.3	Print presentation materials in accordance with presenter or audience requirements	Task 2, Task 3
3.4	Store presentation , in accordance with organisational requirements and exit the application without information loss or damage	Task 2, Task 3

Required Skills and Knowledge

The skills and knowledge are covered during assessment in the following ways.

Required Skills	How will Evidence be Gathered?
<ul style="list-style-type: none"> • communication skills to clarify document requirements 	Task 3
<ul style="list-style-type: none"> • keyboarding skills to enter text and numerical data 	Demonstrated through the completion of the assessment tasks
<ul style="list-style-type: none"> • literacy skills to read and understand organisational procedures, to use screen layout to support text structure, and to proofread and edit documents 	Task 2, Task 3
<ul style="list-style-type: none"> • problem-solving skills to use processes flexibly and interchangeably 	Demonstrated through the completion of the assessment tasks
Required Knowledge	How will Evidence be Gathered?
<ul style="list-style-type: none"> • key provisions of relevant legislation from all forms of government, standards and codes that may affect aspects of business operations, such as: <ul style="list-style-type: none"> • anti-discrimination legislation • ethical principles • codes of practice • privacy laws • occupational health and safety 	Task 2, Task 3
<ul style="list-style-type: none"> • effect of design features on readability and appearance of electronic presentations. 	Task 2, Task 3

Employability Skills BSB30112 Certificate III in Business

Employability skills for BSB30112 Certificate III in Business are assessed in the following assessment tasks.

Employability Skill	Industry/Enterprise Requirements for this Qualification Include:	Task
Communication	<ul style="list-style-type: none"> communicating verbally with others in negotiation, training and questioning writing a range of simple documentation and communications 	Task 2, Task 3
Teamwork	<ul style="list-style-type: none"> completing individual tasks to support team goals conveying workplace procedures and work instructions to team members 	n/a
Problem-solving	<ul style="list-style-type: none"> resolving issues and conflicts with team members using manuals and other documentation to overcome problems with information technology or other office equipment 	Task 2
Initiative and enterprise	<ul style="list-style-type: none"> demonstrating individual responsibility for completing tasks suggesting improvements to support the development of improved work practices and team effectiveness 	All assessment tasks are completed individually
Planning and organising	<ul style="list-style-type: none"> contributing to planning processes with team members to meet expected outcomes gathering, organising and applying workplace information for the organisation's work processes and information systems 	n/a
Self-management	<ul style="list-style-type: none"> identifying development needs and seeking training to fill needs monitoring and recording the performance of own work area 	n/a
Learning	<ul style="list-style-type: none"> developing a comprehensive knowledge and understanding of products and services identifying priorities and pursuing personal work goals in accordance with organisational objectives 	n/a
Technology	<ul style="list-style-type: none"> using information communication technology to communicate with team members or clients using word processing packages, spreadsheets and/or databases to produce written correspondence and reports 	Technology is used throughout assessment

BSB Business Services Training Package Supplement

This workbook can be used by learners completing a qualification in the BSB Business Services Training Package.

BSBITU302 Create electronic presentations

Application

This unit describes the skills and knowledge required to design and produce electronic presentations for speakers, for self access and online access.

It applies to individuals employed in a range of work environments who design electronic presentations. They may work as individuals providing administrative support within an enterprise, or may be responsible for production of their own electronic presentations.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Elements and Performance Criteria

Element <i>Elements describe the essential outcomes.</i>	Performance Criteria <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>	Workbook page reference	Assessment Tasks
1. Prepare to create presentation	1.1 Organise personal work environment in accordance with ergonomic requirements	Software Publications WHS included with downloaded exercise files	Task 1
	1.2 Determine purpose, audience and mode of presentation in consultation with content author or presenter	xviii–xx, 74, 104, 110–111	Task 2, Task 3
	1.3 Identify presentation requirements in terms of supporting documents, transparencies and equipment	xxi–xxii, 14, 35, 46–47, 87–89, 110–111	Task 2, Task 3
	1.4 Apply work organisation strategies and energy and resource conservation techniques to plan work activities	Software Publications WHS included with downloaded exercise files	Task 1
2. Create presentation	2.1 Design slides, notes and handout masters to incorporate organisational and task requirements in relation to image and preferred style, avoiding distractions	xxii–xxv, 102, 106 65–67, 81–86,	Task 2, Task 3
	2.2 Use software functions for consistency of design and layout, to meet identified presentation requirements	28, 57–61, 65–67, 81–92	Task 2, Task 3
	2.3 Balance presentation features for visual impact and emphasis	29–30, 49–58, 65, 71, 90, 94–102, 106–107	Task 2, Task 3
	2.4 Use advanced software features to streamline and customise presentation for different audiences	78, 108–109	Task 2
	2.5 Prepare presentation within designated timeline	x	Task 2, Task 3

Element <i>Elements describe the essential outcomes.</i>	Performance Criteria <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>	Workbook page reference	Assessment Tasks
3. Finalise presentation	3.1 Use manuals, user documentation and online help to overcome problems with design and production	xv, 72–73	Task 2
	3.2 Check presentation for spelling, consistency in presentation features and style, in accordance with task requirements	xxiii, 25	Task 2, Task 3
	3.3 Print presentation materials in accordance with presenter or audience requirements	14, 47, 67–69, 81–83	Task 2, Task 3
	3.4 Store presentation, in accordance with organisational requirements and exit the application without information loss or damage	vii–viii, xi–xiv	Task 2, Task 3

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description	Workbook page reference
Reading	1.3, 3.1, 3.2, 3.4	<ul style="list-style-type: none"> Evaluates and integrates information and ideas to construct meaning in an effort to design and create a presentation 	Throughout workbook
Writing	2.1, 2.3-2.5	<ul style="list-style-type: none"> Communicates relationships between ideas and information in a style appropriate to audience and purpose in accordance with organisational and task requirements 	Throughout workbook
Oral Communication	1.2	<ul style="list-style-type: none"> Listens to discussions and participates in exchange of information to choose appropriate actions to create presentation 	Workbook exercises can be discussed with trainer, classmates or workmates
Navigate the world of work	1.1-1.4, 2.1, 2.2, 2.5, 3.2-3.4	<ul style="list-style-type: none"> Recognises and follows explicit and implicit protocols and meets expectations associated with own role 	Throughout workbook and Software Publications WHS
Interact with others	1.2	<ul style="list-style-type: none"> Collaborates with others to achieve joint outcomes 	Workbook exercises can be discussed with classmates or workmates
Get the work done	1.4, 2.1-2.5, 3.1-3.4	<ul style="list-style-type: none"> Uses advanced features within applications to address routine and complex work tasks 	Throughout workbook
		<ul style="list-style-type: none"> Plans and implements routine tasks and workload making limited decisions on sequencing and timing 	Throughout workbook

Assessment Requirements v1.0

Performance Evidence

Evidence of the ability to:	Assessment task
<ul style="list-style-type: none"> adhere to organisational requirements and strategies when creating electronic presentations including: <ul style="list-style-type: none"> ergonomic requirements energy and resource requirements 	Task 1
<ul style="list-style-type: none"> adhere closely to task requirements <ul style="list-style-type: none"> following designated timelines achieving consistency of design and layout ensuring correct editing and style requirements 	Task 2, Task 3
<ul style="list-style-type: none"> use advanced software features 	Task 2
<ul style="list-style-type: none"> communicate effectively with personnel 	Can be assessed through communication between candidate and assessor
<ul style="list-style-type: none"> print and store presentation. 	Task 2, Task 3

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:	Assessment task
<ul style="list-style-type: none"> business operations 	Task 2
<ul style="list-style-type: none"> explain how design features affect the readability and appearance of electronic presentations. 	Task 2, Task 3