

Create electronic presentations (PowerPoint 2016)

This book supports BSBITU302 Create electronic presentations in the BSB Business Services Training Package.

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Software Publications writing team

ISBN 978-1-925291-25-4

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25 Gibbes Street
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www.SoftwarePublications.com.au

Published and printed in Australia

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>	Page reference
1. Prepare to create presentation	1.1 Organise personal work environment in accordance with ergonomic requirements	Software Publications WHS supplement
	1.2 Determine purpose, audience and mode of presentation in consultation with content author or presenter	27–29, 109, 138, 145–146
	1.3 Identify presentation requirements in terms of supporting documents and equipment	30–32, 49, 72, 122–124, 145–146
	1.4 Apply work organisation strategies and energy and resource conservation techniques to plan work activities	Software Publications WHS supplement
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	31–35, 100–102, 116–121, 129–133, 140
	2.2 Use software functions for consistency of design and layout, to meet identified presentation requirements	64–65, 95, 100–102, 116–121
	2.3 Balance presentation features for visual impact and emphasis	65–66, 80–100, 129–136, 140–141
	2.4 Use advanced software features to streamline and customise presentation for different audiences	114, 142–144
	2.5 Prepare presentation within designated timeline	17, 148, 150
3. Finalise presentation	3.1 Use manuals, user documentation and online help to overcome problems with design and production	18–19, 107–108
	3.2 Check presentation for spelling, consistency in presentation features and style, in accordance with task requirements	33, 38, 60, 148, 150
	3.3 Print presentation materials in accordance with presenter or audience requirements	49, 102–104, 116–118

Element <i>Elements describe the essential outcomes.</i>	Performance Criteria <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>	Page reference
	3.4 Store presentation, in accordance with organisational requirements and exit the application without information loss or damage	39, 46, 51, 66

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	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 	30–38, 68, 69, 115, 147–150,
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 	22, 68, 69, 115, 148, 150
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 supplement
Interact with others	1.2	<ul style="list-style-type: none"> Collaborates with others to achieve joint outcomes 	69, 115
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 	17, 115, 148, 150

Assessment for this Unit

This Unit will be assessed by:

- observation of WHS practices
- planning and creating presentations.

Assessment Requirements v1.0

Performance Evidence

Evidence of the ability to:	Page reference
<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	Software Publications WHS supplement
<ul style="list-style-type: none">• energy and resource requirements	Software Publications WHS supplement
<ul style="list-style-type: none">• adhere closely to task requirements<ul style="list-style-type: none">• following designated timelines	17, 148, 150
<ul style="list-style-type: none">• achieving consistency of design and layout	33–38, 64
<ul style="list-style-type: none">• ensuring correct editing and style requirements	31, 38, 60–61
<ul style="list-style-type: none">• use advanced software features	Throughout workbook
<ul style="list-style-type: none">• communicate effectively with personnel	22, 148, 150
<ul style="list-style-type: none">• print and store presentation.	Throughout workbook

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:	Page reference
<ul style="list-style-type: none">• outline key provisions of relevant legislation, standards and codes that affect aspects of business operations	19 and Software Publications WHS supplement
<ul style="list-style-type: none">• explain how design features affect the readability and appearance of electronic presentations.	33–38

Presentations

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 2016 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, including:

- on a screen with a data projector
- on a computer monitor
- on a website.

These slides can also be used to create printed handouts for your audience. Whichever form the information is being presented in, it must be clear, concise and appropriate to the audience.

The next few pages will assist you in creating a presentation. The more planning and thought you put into your presentation the better it will convey the messages.

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 the presentation:
 - knowledge
 - interests
 - male/female ratio
 - age
 - approximate number that will be attending.
- Select the presentation method to be used. If the presentation is to a large audience this may involve a data projector and screen. If it is a very small group, it may just require 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 the intended audience. If it is a large room, a microphone will be required.
- 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. name tags, notes, handouts, brochures.

Step 2 – Arrange information

- Gather information on the content of the 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.

Use of colour

- Use contrasting colours between text and background to make the text easier to read.
- Use colour sparingly – do not create a rainbow effect.
- Bright colours can be used to attract the viewer's attention to a particular topic/area.
- Avoid colour combinations that are hard to read, e.g. blue/black, brown/green, red/green, blue/purple, yellow/white, brown/black.

Use of images/multimedia

- When using charts, apply contrasting colours with emphasis on the data to be discussed.
- Keep drawings/diagrams clear and concise.
- Limit the number of pictures, diagrams, etc. on a slide as too many can appear cluttered.
- Ensure the pictures/objects relate to the topic of the slide.
- Adhere to the Copyright Act and follow Creative Commons rules when choosing images.
- Make sure music or sound effects enhance the presentation rather than distract from it. Test the volume before giving the final presentation.
- Choose animations with care; they can distract the audience from the presentation message. Make sure they are brief and appropriate.
- Transitions are special animations played when a slide first displays. Limit the number of different transitions within one presentation.
- If adding a logo relating to the company or organisation, insert the logo in the background at an appropriate location so it can appear on all slides.

Presentation plan

It can be useful to create a presentation plan; this will ensure you include all the required information and incorporate all the organisation and task requirements. It can also help to order your ideas so the data in the presentation is provided in a logical order.


Once your plan is created, show it to your workplace supervisor, author or presenter. This will allow you to get some feedback and make any changes required before creating the presentation.

The form on the following two pages can be used to plan your presentation. A copy of this form is included in the *978-1-925291-25-4 BSBITU302 exercise files* folder (**Presentation plan.pdf**).


The first part of the plan is for general information pertaining to the whole presentation.

This is followed by a table to describe the layout and content of each slide. A sketch of each slide can also be included. Discuss the requirements for how to describe the slides with your workplace supervisor.

If the presentation requires more than 6 slides, print more copies of the second page in the presentation plan document.


- Press the down arrow on the keyboard. The slide 3 thumbnail will be selected and slide 3 will be displayed in the main window.
- Press the up arrow twice to display slide 1.
- Click on the Slide Sorter View button . All the slides in the presentation will be displayed as icons. This view is used primarily to reorder slides.



- Click on the Slide Show button  to run the file as an on screen presentation. The first slide will be displayed full screen.
- Once all the text has appeared click the mouse or press the Spacebar. The next slide in the presentation will be displayed. Keep pressing the Spacebar or clicking the mouse to move from slide to slide.

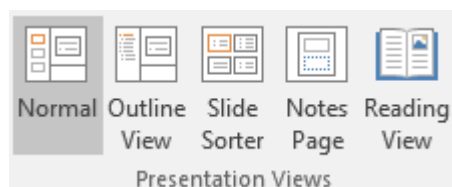
Press the Esc key at the top left of the keyboard to exit the presentation at any time.

- Once you reach the end of the slide show the screen will appear black with the following text at the top of the screen **End of slide show, click to exit.** Click with the mouse to exit the slide show.

- Click on the Normal View button .
- Keep the presentation open for the next exercise.

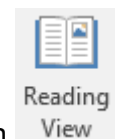
View buttons on the Ribbon

The Presentation Views buttons on the View Ribbon can also be used to apply different views.



Exercise 6

- Using **Green Fingers 2016**, display the View Ribbon.



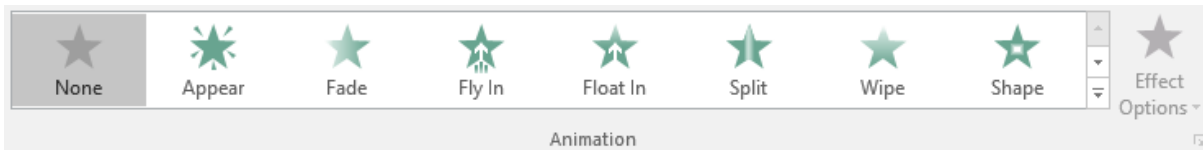
- From the Presentation Views Group click on the Reading View button .

Reading View is similar to Slide Show View, except that the slides do not take up the whole screen; they are displayed inside a window. Reading View can be used to preview and check your presentation while still being able to access other items on your computer desktop.

- Use the arrow keys on your keyboard to view the slides in Reading View.
- Press the Esc key to close Reading View.
- Keep the presentation open for the next exercise.


Animation schemes


The Animations Ribbon provides a range of animations that can be applied to objects in a presentation including images and text boxes.




Exercise 33

1. Using **Queenstown**, display slide 1.
2. Display the Animations Ribbon.
3. Click in the main title text box (Ski Direct).

4. From the Animation Group select the Fade animation . The animation will be previewed and applied.

Note that a  now displays on the slide. This shows there is an animation applied to an object in the slide.

5. Click on . The slide transition will display.
6. Click the mouse to display the animated title.



With text animations you need to click with the mouse or press the Spacebar to move to the next animation or slide transition.

7. Press Esc to exit the slide show.
8. Move to slide 2 and click in the bulleted text.

9. Click on the Shape animation  to apply it.

10. Move through the presentation applying animation schemes to each slide. If you do not like an animation scheme try another.

At any slide you can click on the Slide Show button and run the slide show. The slide show will run from the current slide through to the end of the presentation unless you press Esc.

11. Save the presentation.
12. Move to slide 1 and run the slide show from beginning to end. Remember to click the mouse button or press the Spacebar to display each text animation or slide transition.
13. To close the presentation, click on  and click on .

Templates

Templates are presentations that have been created in PowerPoint 2016 which you can base your own presentation on, saving time and helping to make professional looking slide shows.

Some templates are set up for a particular presentation topic (for example, a sales training presentation). Presentations based on these templates will contain placeholders for specific types of information. When using this type of presentation you only need to replace the data with your own.

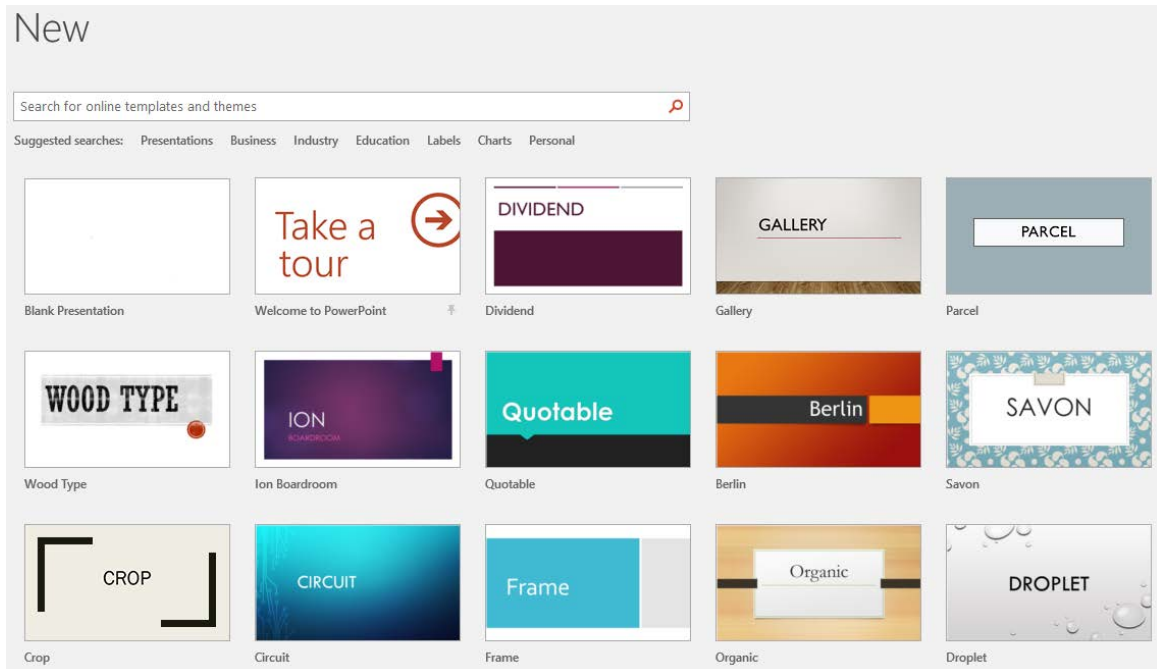
You will need to be connected to the internet to be able to access these types of templates.

Other templates do not contain content; they only provide an attractive layout and formatting for the presentation slides.

Templates for a presentation topic

Exercise 40

1. Click on **FILE** and select **New**. The following screen displays:



2. Click on **Business** at the top of the screen. This will display business templates.
3. Select Business strategy presentation. A preview of the template will display.



Business strategy presentation


4. Click on the Create button to create a presentation based on the template.
5. Move through the presentation viewing the suggested slide content.
6. Close the presentation without saving.

Charts

Inserting a chart

A chart can be inserted from the Chart button on the Insert Ribbon or from the Insert Chart icon in the content area of a slide.

Exercise 44

- Using **Sci anz Group Pty Ltd**, insert a new Title and Content slide to the end of the presentation.
- Add the title: **Broadcast Sales**
- Click on the Insert Chart icon  in the Content area. The Insert Chart dialog box will display.
- Check Column is selected at the left and that Clustered Column is selected as the chart type.




- Click on OK. A chart will appear on the slide and an Excel worksheet will appear in a different window. (Data relating to the chart is entered in the Excel window.)
- With the Excel worksheet displayed, click and drag to select from cells A1 to D5.

	A	B	C	D
1		Series 1	Series 2	Series 3
2	Category 1	4.3	2.4	2
3	Category 2	2.5	4.4	2
4	Category 3	3.5	1.8	3
5	Category 4	4.5	2.8	5

- Press Enter to move from cell A1 to A2.
- Type in the following, pressing Enter to move from cell to cell.


	2015	2016	2017
Broadcast 1	9125	5125	6134
Broadcast 2	3354	7001	3433
Broadcast 3	2034	6078	7001
Broadcast 4	4000	8566	4851

- Click on the Close button  to close the Excel window. The data will be saved automatically.

The Chart Tools Ribbon tabs have been added to the Ribbon.

- Check the Chart Tools Design Ribbon is displayed.



- Click on the arrow at the bottom of the Edit Data button  and select Edit Data to re-open the Excel window.
- Alter the *Broadcast 3* figure for 2015 to **5500**. Press Enter. The chart will be updated.
- Close the Excel window.





- Click once on the chart title to select the object .
- Press the Delete key to delete the chart title.
- Save the presentation and keep it open for the next exercise.

Chart styles

The Chart Styles Group provides a gallery of styles that can be applied to charts.



Exercise 45

- Using **Scianz Group Pty Ltd**, check the last slide is displayed.
- Check the Chart Tools Design Ribbon is displayed.
- From the Chart Styles Group click on  to display all styles.
- Select a style and apply it to your chart.
- Save the presentation and keep it open for the next exercise.

Pie chart

Exercise instructions

Exercise 46 to Exercise 50 must be completed in one session without the presentation being closed.

Exercise 46

- Using **Scianz Group Pty Ltd**, insert a new Title and Content slide to the end of the presentation and add the title: **Market Share**
- Click on  in the Content area.
- Select  Pie from the list at the left.
- Click on 3-D Pie  at the top of the window.
- Click on OK to display the Excel window.
- Save the presentation and keep it open for the next exercise.

Entering data into the pie chart

Only one data series is used for a pie chart. Within Excel there is one column for the legend and another for the data series.

Exercise 47

1. Using **Scianz Group Pty Ltd**, check the Excel data for the pie chart is displayed.
2. Select cells 1st Qtr to 1.2 (cells A2 to B5).
3. Type in the data shown below. Press Enter to move to each cell.

World News	9125
Extreme	5125
Our Country	3134
Sports Affair	1471

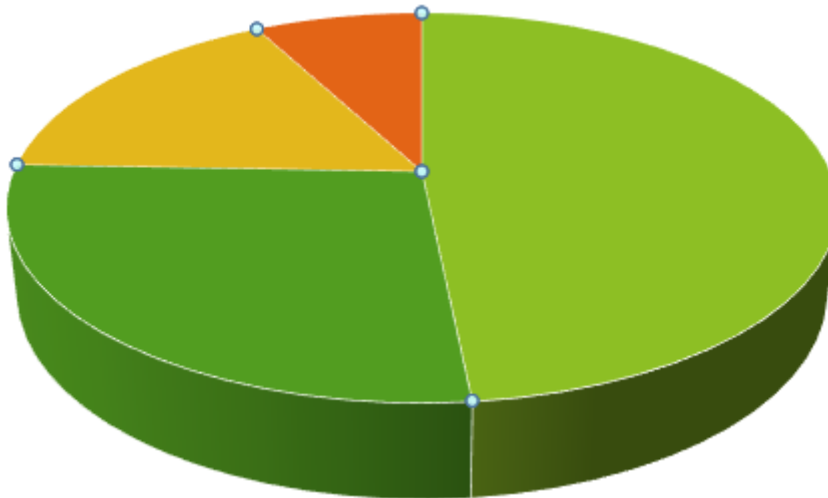
4. Leave the text *Sales* in cell B2.
5. Close the Excel window.
6. Keep the presentation open for the next exercise.

Formatting a pie chart

Exploding a segment

Exercise 48



1. Using **Scianz Group Pty Ltd**, check the pie chart slide is displayed.
2. Click once on the centre of the pie chart. A handle will appear on each segment as shown below.



3. Click again on the largest segment (World News). Handles will appear around the chosen segment.
4. Click and drag the segment to the right, away from the other segments.
5. Save the presentation and keep it open for the next exercise.



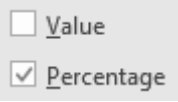


Moving the legend

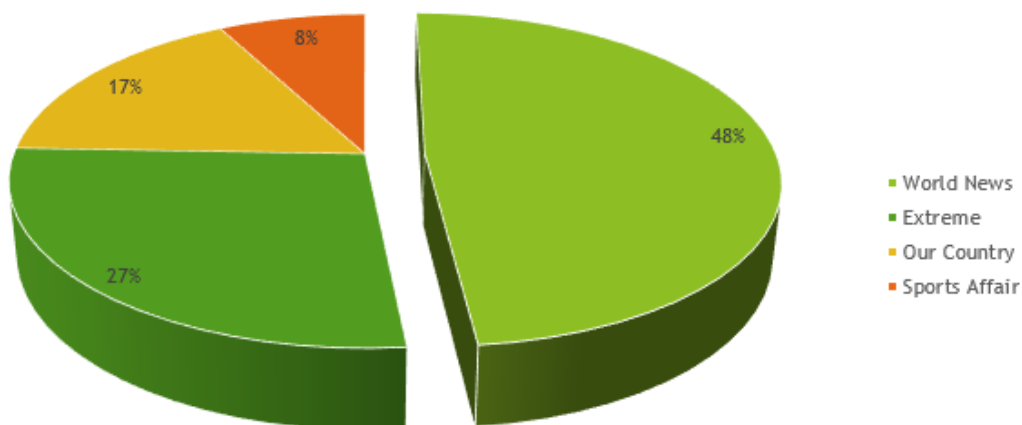
Exercise 49

1. Using **Scianz Group Pty Ltd**, check the pie chart is selected.
2. Click on the Chart Elements button  at the right of the chart.
3. Position the mouse over Legend ; an arrow will display. Click on  at the right of Legend.
4. Select Right to move the legend to the right of the chart.
5. Click on a blank part of the slide to view the chart.
6. Save the presentation and keep it open for the next exercise.

Inserting data labels

Exercise 50

1. Using **Scianz Group Pty Ltd**, click at the right of the Sales chart title. This will select the whole chart object (a border with handles will display around the chart).
2. Click on  and put a tick in Data Labels check box Data Labels. Click on the  at the right of Data Labels and select More Options. The Format Data Labels Pane will display at the right of the screen.
3. Add a tick to the *Percentage* check box and remove the tick from the Value check box

 - Value
 - Percentage
4. Click on  to close the Format Data Labels Pane.
5. Click once on the Sales title the chart and press the Delete key.
6. Select the whole chart. Position the mouse pointer over the top middle handle on the border around the chart. The mouse pointer will display as . Click and drag upwards to increase the height of the chart.



7. Save the presentation and keep it open for the next exercise.

Transitions and animations

Exercise 51

1. Using **Scianz Group Pty Ltd**, use Slide Sorter View to move the Market Share slide to appear before the Broadcast Sales slide.
2. Apply transitions to all slides.

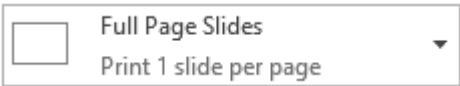
Notes Pages

Notes Pages can be used by the speaker or can be used as additional information to give to the audience. A notes page contains a slide and notes relating to the slide.

Exercise 73



1. Open the presentation called **Harrington Pools** from the *978-1-925291-25-4 BSBITU302 exercise files* folder.
2. For this exercise the *Endless Pool* slide is not required. Click on the thumbnail for slide 4 and press the Delete key.

3. With slide 1 displayed, click on **FILE** and click on **Print**.

4. Click on  and select **Notes Pages**. The printed notes attached to slide 1 will be previewed.



Introduce myself
Introduce Harrington Pools
Talk about the theme of the presentation – pools available from Harrington Pools
Complete service from design through construction to completion
Move to next slide

5. Click on  to exit Backstage View.
6. The Notes Pane is displayed at the bottom of the screen. Position the mouse pointer over the divider line between the slide and the Notes Pane. The mouse pointer will display as .
7. Drag upwards to increase the height of the Notes Pane.



8. Display slide 2. Click in the Notes Pane.

9. Type the following:

Describe each type of pool

Guarantees

Move to next slide

10. Complete the presentation by adding the following notes:

Slide 3	Hand out sheet on Fibreglass Pools Construction Common pools installed Moderate prices Styles of pools Options available Move to next slide
Slide 4	Hand out sheet on Pre-Fabricated Modular Concrete Pools Construction Liner guarantee Costing Styles of pools available Options available Move to next slide
Slide 5	Hand out sheet on Custom Designed Concrete Pools Designing Construction Costing Styles of pools Move to slide one and close presentation

11. Click on  and click on .

12. Check the Notes Pages are still previewed.

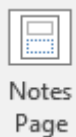


13. Click on  to print all Notes Pages.

14. Save the presentation and keep it open for the next exercise.

Tip

Notes can also be viewed by displaying the View Ribbon and clicking on the Notes Page



button  from the Presentation Views Group.



Package for CD

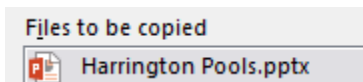
Package for CD is a feature that allows you to transport a presentation to another computer.

Exercise 74

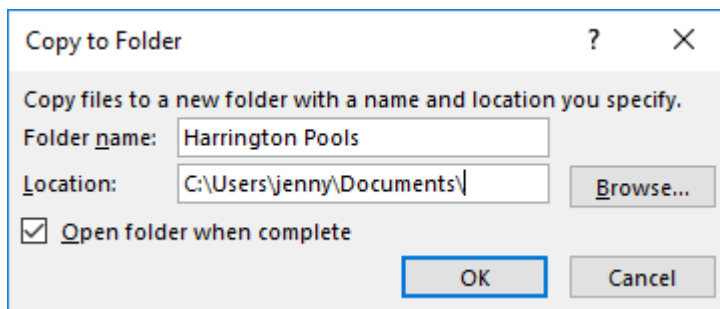
In this exercise instead of burning to a CD disk, you will create a presentation package on a portable USB drive.

1. With the **Harrington Pools** presentation open, connect a USB drive.
2. Click on **File** and click on **Export**.

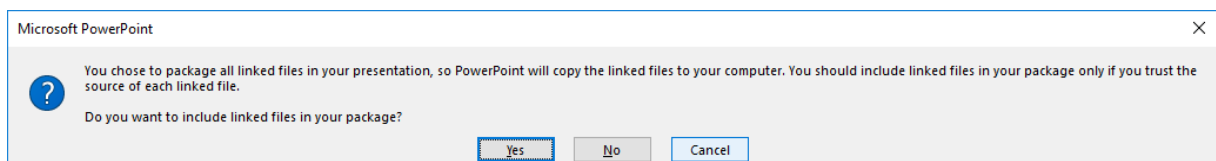
3. Select  **Package Presentation for CD** then click on .
4. The current presentation is automatically specified as the file to be copied.



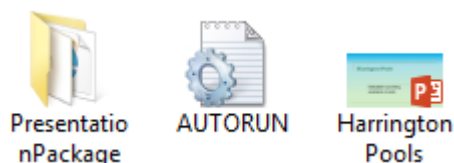
5. In the *Name the CD:* box, type: **Harrington Pools**
6. Since you are saving to a USB drive click on **Copy to Folder...**. The following dialog box will display:



7. Click on **Browse...** and navigate to your portable USB drive.
8. Click on **Select** then click on OK. The following message will display:



9. Click on Yes to create the presentation package. File Explorer will open to display the presentation package files.



10. Close File Explorer.
11. With PowerPoint displayed, click on Close to close the Package for CD window.
12. Save and close the presentation.

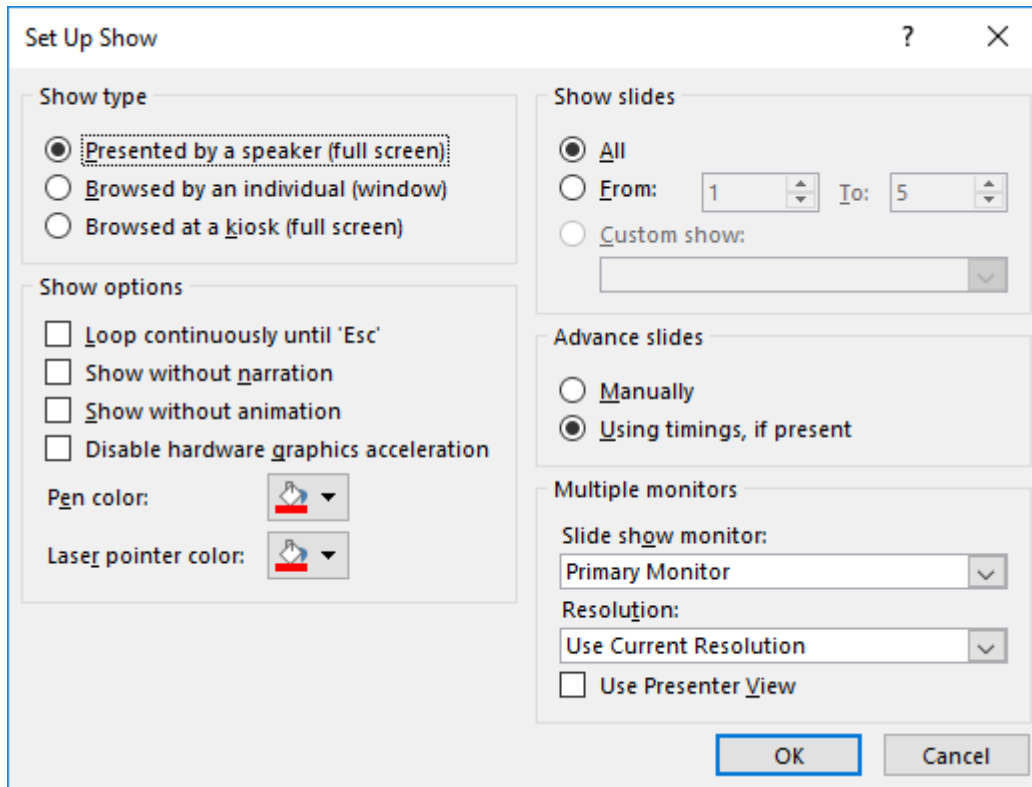
Setting up the slide show

Exercise 83

1. Using **Community events**, check the first slide is displayed. Display the Slide Show Ribbon.



2. Click on the Set Up Slide Show button .



3. Click in the *Browsed at a kiosk (full screen)* option.
4. Notice how Loop continuously until 'Esc' has been turned on and shaded out. Pen color has been turned off.
5. Click on OK.
6. Run the presentation in Slide Show View.

When you use the Browsed at a kiosk command the shortcut menu and the Slide Show Toolbar are automatically turned off. The pen and shortcut keys are not available when running in this format. You can only move through the presentation using the buttons shown on each slide. Try using shortcut keys and the right mouse button.

7. Press Esc to exit.
8. Save and close the presentation.

Business Services Training Package BSB 3.0 supplement

This workbook can be used by learners completing a qualification in the Business Services Training Package BSB 3.0.

BSBITU312 Create electronic presentations

Application

This unit describes the skills and knowledge required to design and produce electronic slide presentations using various applications and platforms.

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	1.2 Identify purpose, audience and mode of presentation in consultation with content author or presenter	29–31, 111, 140, 147–148	Task 3, Task 4
	1.3 Identify organisational and task requirements relating to supporting documents and equipment	32–34, 51, 74, 124–126, 147– 148	Task 3, Task 4
	1.4 Select most appropriate application or platform to produce presentation, in accordance with available resources and organisational policies	To cover this PC, ask learners to research some of the presentation applications available and identify some of the benefits of each	To cover this PC, briefly discuss with the learner what considerations they would make when selecting a presentation application to use
2. Create presentation	2.1 Plan and prepare slides, notes and handouts according to organisational and task requirements and image and style requirements	33–37, 102– 104, 117–123, 131–135, 142	Task 3, Task 4
	2.2 Use application functions for consistency of design and layout, to meet identified presentation requirements	66–67, 97, 102– 104, 117–123	Task 3, Task 4
	2.3 Balance presentation features for visual impact and emphasis	67–68, 82–102, 131–138, 142– 143	Task 3, Task 4

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 pages	Assessment tasks
	2.4 Use advanced application features to streamline and customise presentation for different audiences	116, 144–146	Task 3
	2.5 Prepare presentation within designated timeline	19, 150, 152	Task 2, Task 3, Task 4
	2.6 Use relevant help functions to overcome issues relating to presentation creation, if necessary	20, 109–110	Task 3
3. Finalise presentation	3.1 Check presentation for spelling and consistency in presentation features and style, in accordance with task requirements	35, 40, 62, 150, 152	Task 3, Task 4
	3.2 Prepare presentation materials for delivery in accordance with presenter or audience requirements	51, 104–106, 117–120	Task 3, Task 4
	3.3 Name and store presentation appropriately, in accordance with organisational requirements and exit application without information loss	41, 48, 53, 68	Task 1, Task 3, Task 4

Foundation Skills

Skill	Description	Workbook pages
Reading	<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	<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 	32–40, 70, 71, 117, 149–152,
Oral communication	<ul style="list-style-type: none"> Listens to discussions and participates in exchange of information to choose appropriate actions to create presentation 	24, 70, 71, 117, 150, 152
Navigate the world of work	<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 supplement
Interact with others	<ul style="list-style-type: none"> Collaborates with others to achieve joint outcomes 	71, 117
Get the work done	<ul style="list-style-type: none"> Uses advanced features within applications to address routine and complex work tasks Plans and implements routine tasks and workload making limited decisions on sequencing and timing 	Throughout workbook 19, 117, 150, 152

Assessment Requirements

Performance Evidence

Evidence of the ability to:	Workbook pages	Assessment tasks
<ul style="list-style-type: none"> follow correct ergonomic requirements and organisational policies and procedures 	Software Publications WHS supplement	Task 1
<ul style="list-style-type: none"> produce electronic presentations that align to task purpose and are appropriate to target audience 	Throughout workbook	Task 3, Task 4
<ul style="list-style-type: none"> adhere closely to task requirements and organisational policies and procedures relating to: <ul style="list-style-type: none"> following designated timelines 	19, 150, 152	Task 2, Task 3, Task 4
<ul style="list-style-type: none"> consistency of design and layout 	35–40, 66	Task 3, Task 4
<ul style="list-style-type: none"> editing and style requirements 	33, 40, 62–63	Task 3, Task 4
<ul style="list-style-type: none"> use relevant help functions to rectify presentation issues 	20, 109–110	Task 3
<ul style="list-style-type: none"> produce presentation in appropriate format for review 	51, 104–106, 117–120	Task 3
<ul style="list-style-type: none"> communicate effectively with personnel 	24, 150, 152	Task 2, Task 3, Task 4
<ul style="list-style-type: none"> store presentation in accordance with organisation policies and procedures relating to data security 	Throughout workbook	Task 3, Task 4

Knowledge Evidence

The candidate must be able to demonstrate the following knowledge to effectively complete the tasks outlined in the elements and performance criteria of this unit, and to manage tasks and reasonably foreseeable contingencies in the context of the work role	Workbook pages	Assessment tasks
<ul style="list-style-type: none"> Key provisions of relevant legislation, standards and codes that affect aspects of business operations 	21 and Software Publications WHS supplement	Task 3
<ul style="list-style-type: none"> Key elements of design features and their effect on the readability and appearance of electronic presentations 	35–40	Task 3, Task 4
<ul style="list-style-type: none"> Key functions of relevant applications for producing electronic presentations 	Throughout workbook	Task 3, Task 4
<ul style="list-style-type: none"> Key features of organisational requirements for ergonomics 	Software Publications WHS supplement	Task 1