

Computer Skills

Create electronic presentations (PowerPoint 2016)

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

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Software Publications writing team

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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 Elements describe the essential outcomes.	Performance Criteria Performance criteria describe the performance needed to demonstrate achievement of the element.	Page reference
1. Prepare to create presentation	1.1 Organise personal work environment in accordance with ergonomic requirements	12–15
	1.2 Determine purpose, audience and mode of presentation in consultation with content author or presenter	26–30
	1.3 Identify presentation requirements in terms of supporting documents and equipment	26–29, 48, 94–98, 100–103
	1.4 Apply work organisation strategies and energy and resource conservation techniques to plan work activities	16–19
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, 92–93, 100–106
	2.2 Use software functions for consistency of design and layout, to meet identified presentation requirements	61–62, 92–97, 100–106
	2.3 Balance presentation features for visual impact and emphasis	33, 54, 62, 73–84, 88–91, 108
	2.4 Use advanced software features to streamline and customise presentation for different audiences	114–116
	2.5 Prepare presentation within designated timeline	20, 99
3. Finalise presentation	3.1 Use manuals, user documentation and online help to overcome problems with design and production	21, 97
	3.2 Check presentation for spelling, consistency in presentation features and style, in accordance with task requirements	38, 59

Element	Performance Criteria	Page reference
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
	3.3 Print presentation materials in accordance with presenter or audience requirements	48, 94–97, 101–103
	3.4 Store presentation, in accordance with organisational requirements and exit the application without information loss or damage	Throughout workbook

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 	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 	25, 67, 99, 118, 120
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
Interact with others	1.2	<ul style="list-style-type: none"> Collaborates with others to achieve joint outcomes 	30, 67, 99
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 	20, 118, 120

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 	20, 118, 120
<ul style="list-style-type: none"> • achieving consistency of design and layout 	31–35, 61–62, 92–97, 100–106
<ul style="list-style-type: none"> • ensuring correct editing and style requirements 	31, 38, 59
<ul style="list-style-type: none"> • use advanced software features 	Throughout workbook
<ul style="list-style-type: none"> • communicate effectively with personnel 	25, 118, 120
<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 	11, 22
<ul style="list-style-type: none"> • explain how design features affect the readability and appearance of electronic presentations. 	34–35

IDENTIFYING PRESENTATION REQUIREMENTS

When you are instructed to create a presentation, you should be provided with requirements. These are the details about what the presentation needs to contain and how it needs to look. These requirements may be provided by your supervisor, a manager or a colleague. You may receive instructions in writing or during a conversation.

Written instructions

Written instructions may be provided in several ways. A simple presentation request may be sent by email or memo. Requirements for more complex presentations may be provided in a request form or similar document. An example is shown below.

PRESENTATION REQUEST	
Author's name: Malcolm ✓	Create a presentation: ✓ Edit existing presentation (Name of presentation)..... Rename presentation:.....
Date: 1 December	
Date required: 5 December	Slide size: Widescreen Standard..... Other
No. of copies: 1	
Instructions: Please create a PowerPoint presentation to show comprehensive sales data for November 2016. This will be presented at the December sales meeting on 6 December. Use charts to show sales broken down by each category and by each region. Use tables to show total sales for category and branch. Provide a list of recommendations for increasing sales volumes for poor performing areas. Format the presentation as per the style guide available on the department intranet. Add slide notes as required and print a copy of each slide with notes attached. The presentation should be saved in the Sales folder on the S: drive using standard naming conventions. Check all figures and charts carefully.	

Requirements may include:

- whether this is a new presentation or whether an existing presentation will be updated
- the purpose of the presentation (why it is being created) and the intended audience for the presentation (the people who will view it)
- the content of the presentation, including text, images, charts to be included
- whether the presentation should be based on a provided template
- how the presentation should be presented/formatted
- whether the presentation should be printed or provided electronically
- date when the presentation should be completed.

Oral instructions

Presentation requirements might be provided in a conversation with a colleague. If requirements are provided orally, make sure you take notes so you do not forget any important details. You should read back or summarise your notes to confirm you have heard and understood instructions correctly.

Listen actively when receiving instructions

When you practise active listening you are concentrating fully on the speaker and the information they are giving you.

- Focus on the speaker – put everything else out of your mind.
- Maintain eye contact. Demonstrate your interest by nodding, gesturing and using appropriate facial expressions.
- Give the speaker the time to pause – do not leap in to complete a sentence or add your own thoughts.
- Once the person has finished speaking, repeat the information back using your own words. This is referred to as **paraphrasing** and demonstrates that you have understood the information you have been given.

Asking questions

If at any time, you are unsure about any instruction you have been given, ask for more information.

If you do not understand an instruction, ask for it to be explained a different way.

How people communicate is affected by many factors, e.g. education, cultural background, subject matter expertise, age, therefore you may not understand what might be clear to the speaker. There is no shame to ask a speaker to rephrase or explain an instruction further so you can do a job properly.

Group discussions

Sometimes you will take part in a meeting to discuss a project and what should be contained within a presentation will be discussed.

- Always take notes, not just about your job, but what everyone else will be responsible for. This way if you have questions, you can ask the relevant person later.
- Listen carefully to all other speakers and give them your full attention.
- Do not talk over other people.
- When it is your turn to speak, be succinct and stay on topic.
- Be assertive. If you have a good idea, present it to the group clearly.
- Provide positive feedback as appropriate.
- Ask questions. You may not be the only person who has that question. You may raise a point that no-one has thought of.

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.

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 *978-1-925291-34-6 CSS BSBITU302 exercise files* folder (**Presentation plan.pdf**).

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

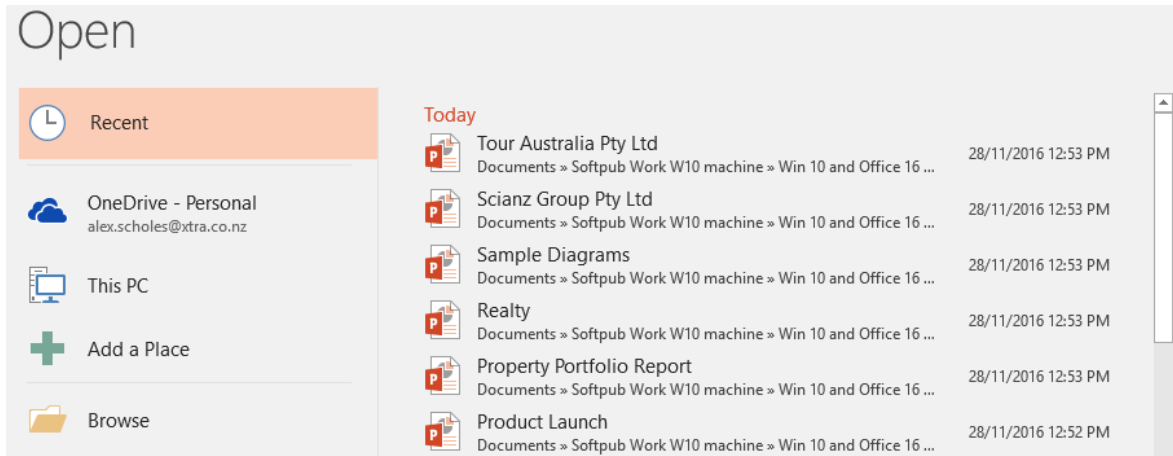
This is followed by a table to describe the layout and content of each slide. A sketch of each slide can also be included. Discuss the requirements for how to describe the slides with your workplace supervisor.

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

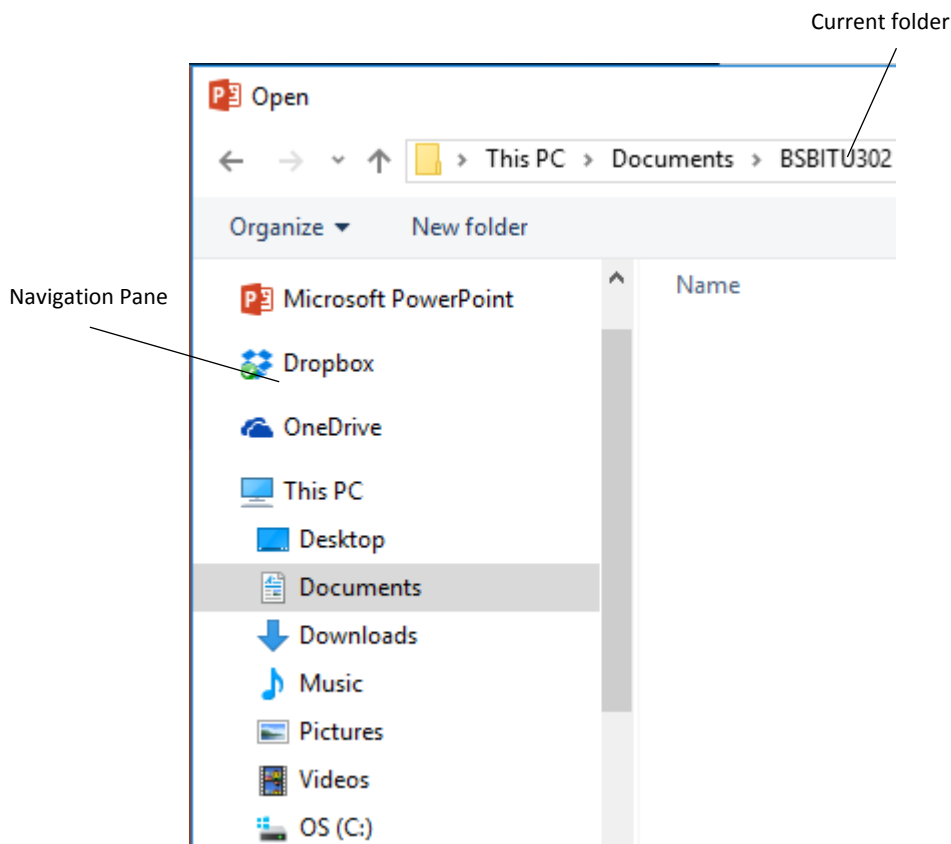
OPENING A PRESENTATION

Exercise 3

- 1 Check PowerPoint is open with a blank presentation displayed.
- 2 Click on the File tab **File**.
- Ctrl O 3 Click on **Open**. Backstage view will open with the Open screen displayed.



- 4 Click on **Browse**. The Open dialog box will display.

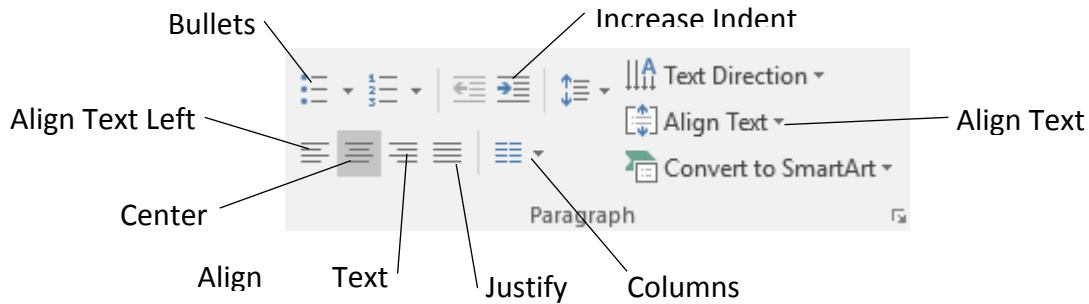


Current folder
Navigation Pane

Displays the currently selected folder.
Lists all drives (including portable USB drives connected to the computer) and main folders.




PARAGRAPH FORMATTING

The Paragraph Group on the Home Ribbon contains tools for formatting paragraphs.



Alignment of text



Exercise 19

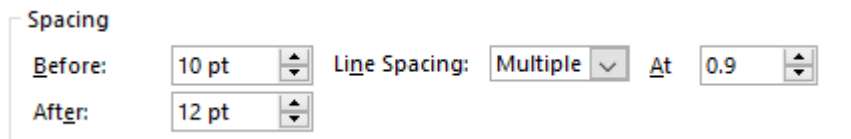
- 1 Using **Queenstown**, display slide 3. Select the text *Contact Details*.
- Ctrl R 2 Click on the Align Text Right button  on the Ribbon. The text appears at the right.
- Ctrl E 3 Click on the Center button . The text is centred in the text box.
- Ctrl L 4 Click on the Align Text Left button . This will position the text at the left side of the text box.
- 5 Save the presentation and keep it open for the next exercise.

Paragraph spacing

Paragraph spacing is used to increase or decrease the space between paragraphs (each bullet point is a separate paragraph).

Exercise 20

- 1 Using **Queenstown**, display slide 2 (Ski Queenstown).
- 2 Click in the first bulleted paragraph (*Choose between...*).
- 3 Click on the Paragraph Group Dialog Box Launcher . The Paragraph dialog box will display.
- 4 In the **Spacing** section click on the  button twice to increase the *After:* spacing to 12 pt.



- 5 Click on OK.
- 6 Click in the second paragraph (*Come and feel the buzz...*) and press F4 to repeat your last action, i.e. change the After paragraph spacing to 12 pt.
- 7 Save the presentation and keep it open for the next exercise.

PRESENTING TECHNIQUES




Slide Show Toolbar

The Slide Show toolbar is displayed at the bottom left of the screen when the mouse is moved in a slide show. It contains tools for moving through the presentation, drawing over the top of the slides and a menu for accessing more functions.



Previous	Moves the slide show back to the previous item in the animation sequence or to the previous slide.
Next	Advances the slide show to the next item in the animation sequence or to the next slide.
Pointer Options	Displays a menu with options for pointing to or drawing over slides to highlight important points. The drawing can be saved or erased when the slide show finishes.
Slide Navigator	Displays slides as thumbnails allowing a different slide to be selected.
Zoom	Zooms in on a section of the slide.
Slide Show Menu	Displays a menu with various options.

Exercise 30

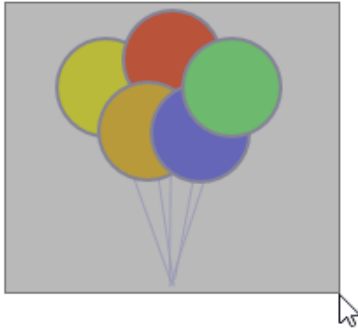
- 1 Open the presentation called **New employee orientation** from the *978-1-925291-34-6 CSS BSBITU302 exercise files* folder
- 2 Display the presentation in Slide Show View.
- 3 Move the mouse on the screen until the Slide Show Toolbar is displayed in the bottom left corner of the slide.
- 4 Click on the Next button . The next item in the animation sequence will appear.
- 5 Continue clicking on Next until slide 2 is displayed and all 6 bullet points in the slide are showing on screen.
- 6 Click on the Previous button . The last bullet point disappears.
- 7 Continue clicking on the Previous button until Slide 1 is displayed.
- 8 Click on the Slide Navigator button . Thumbnails of the slides will display.

Grouping and ungrouping

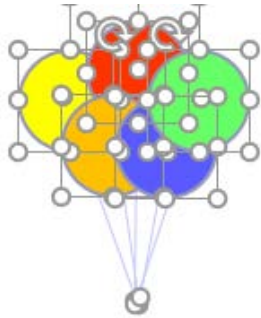
Grouping is used to combine several objects together into one object. Objects can then be moved easily. When several objects are grouped they can all be resized at once.



Exercise 44

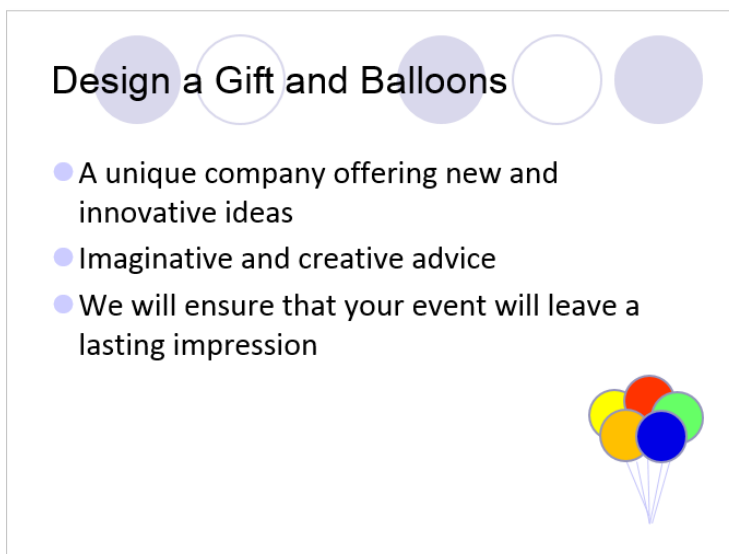
- 1 Using **Design a Gift and Balloons**, check slide 2 is displayed.
- 2 Click and drag to draw a selection box around all the balloons and the lines.



- 3 When the mouse button is released, all objects will be selected.



- 4 Display the Drawing Tools Format Ribbon.
- 5 Click on the Group button  Group and select  Group. The balloons will now display as a single object.
- 6 Click and drag the balloons to the bottom right corner of the slide as shown below.

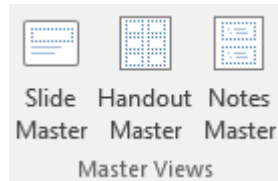


- 7 Keep the presentation open for the next exercise.

SLIDE MASTER

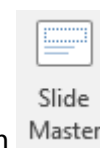
For some presentations, you may wish to place a logo or text on every slide. This can be done by using Slide Masters which are used to apply backgrounds to each slide.

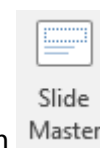
The Master Views Group on the View Ribbon contains the Slide Master button.



Exercise 54

- 1 Open the presentation called **Home decorating workshop** from the *978-1-925291-34-6 CSS BSBITU302 exercise files* folder.



- 2 Display the View Ribbon and from the Master Views Group click on  .


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.



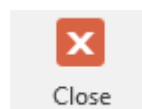
- 5 Click on the Pictures button  to display the Insert Picture dialog box. Navigate to the *978-1-925291-34-6 CSS BSBITU302 exercise files* folder.


- 6 Double click on the image file called **HomeTrends** to insert it into the slide.

- 7 Position the picture in the top right corner of the slide. With the picture selected click on



and select Send to Back.



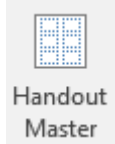
- 8 Display the Slide Master Ribbon and click on  **Master View** . The logo now appears on every slide.

HANDOUT MASTER

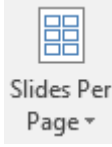


The Slide Master controls the formatting and content of the actual slides. The Handout Master allows you to create a master for printed handouts. For example, you can add a page number and date to your printed handouts.

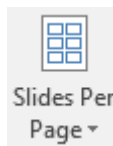
Exercise 58

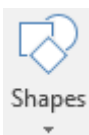
- 1 Open the presentation **Realty** from the *978-1-925291-34-6 CSS BSBITU302 exercise files* folder.
- 2 Display the View Ribbon and from the Master Views Group click on the Handout Master

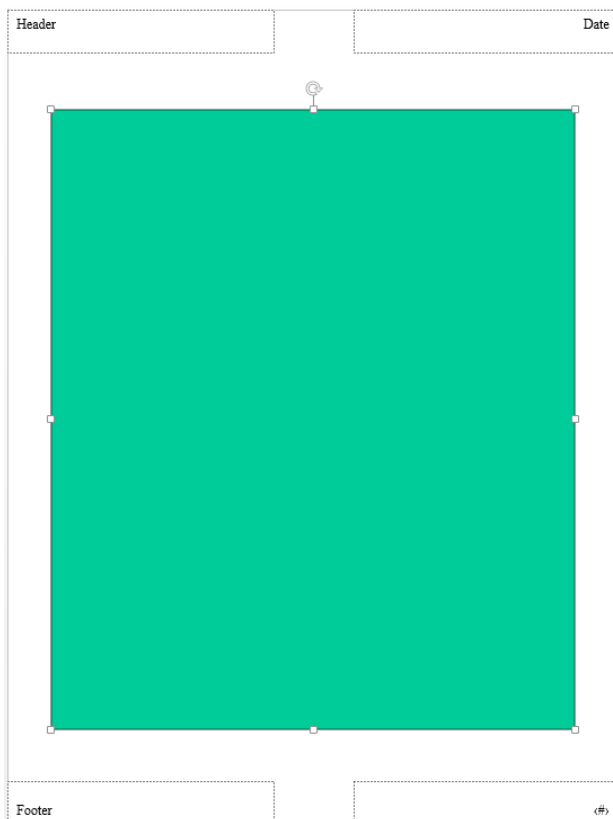
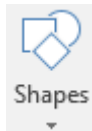


button . The Handout Master provides placeholders for six slides by default. Note that areas are allocated for a header, footer, page number and date.

- 3 With the Handout Master Ribbon displayed, click on . Select  **2 Slides**.
- 4 Click on the Slides Per Page button again and select  **6 Slides**.



- 5 Display the Insert Ribbon. Click on  and select Rectangle. Draw a box around the six slides, as shown below.



- 6 From the Drawing Tools Format Ribbon change the Shape Fill to No Fill.





USING SOUND

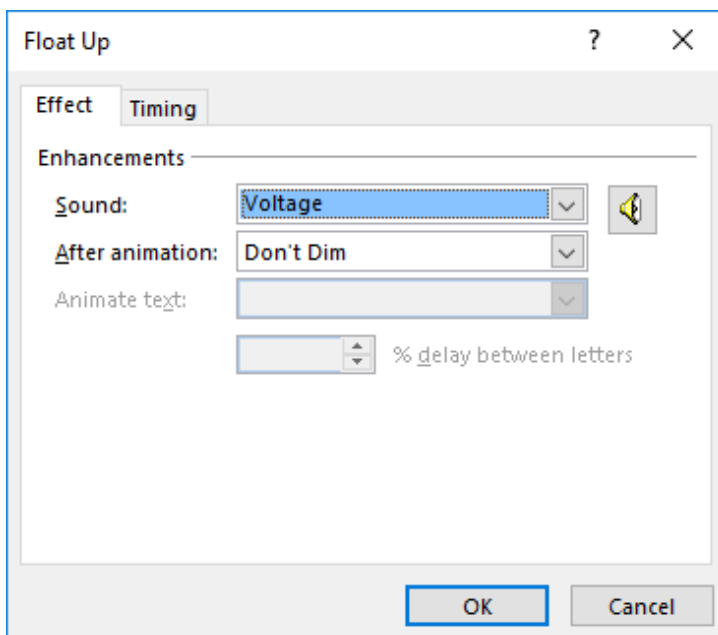
It is possible to add sound to enhance a presentation and keep the audience interested. Overuse or the use of an inappropriate sound in a presentation can have the opposite effect.

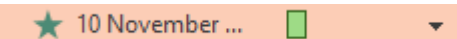

When using slide transitions and custom animations, predefined sounds such as breaking glass can be applied. Sounds can be attached to slide show effects or to objects (so that when you click or move over an object a sound is played). It is also possible to narrate an entire slide show, negating the need for a presenter in some cases.

Using sounds with animations

Exercise 71

- 1 Open the presentation called **Home Show** from the *978-1-925291-34-6 CSS BSBITU302 exercise files* folder.
- 2 Click on  and move through the presentation to view the animations.
- 3 Press Esc when the slide show is finished. Check slide 1 is displayed.
- 4 Display the Animation Pane.
- 5 Click in the text *Rosehill Gardens*.
- 6 Click on the  of  and select Effect Options.
- 7 Click on the *Sound:*  scroll down and select Voltage.



- 8 Click on OK. The animation and sound will be previewed.
- 9 Click on the text *10 November – 12 November*.
- 10 Double click on  from the Animation Pane.
- 11 Click on the *Sound:*  and select Laser.
- 12 Click on OK.
- 13 Apply the Laser sound effect to the text *Rosehill Gardens Event Centre*.