Create electronic presentations (PowerPoint 2019)

This workbook supports BSBITU312 Create electronic presentations in the Business Services Training Package.

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ISBN 978-1-921971-38-9

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.

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 (including furniture and equipment) in accordance with ergonomic requirements	10–12
	1.2 Identify purpose, audience and mode of presentation in consultation with content author or presenter	20–22, 99, 118, 120
	1.3 Identify organisational and task requirements relating to supporting documents and equipment	20–22, 99, 118, 120
	1.4 Select most appropriate application or platform to produce presentation, in accordance with available resources and organisational policies	29–30
2. Create presentation	2.1 Plan and prepare slides, notes and handouts according to organisational and task requirements and image and style requirements	Throughout workbook
	2.2 Use application functions for consistency of design and layout, to meet identified presentation requirements	54–55, 57, 67, 79, 84–86, 99–105
	2.3 Balance presentation features for visual impact and emphasis	24, 44–50, 54–56, 69, 71–83, 99, 106–111
	2.4 Use advanced application features to streamline and customise presentation for different audiences	90–91, 94–99, 115–116
	2.5 Prepare presentation within designated timeline	17, 99, 117, 118
	2.6 Use relevant help functions to overcome issues relating to presentation creation, if necessary	90

Element *Elements describe the essential outcomes.*	Performance Criteria *Performance criteria describe the performance needed to demonstrate achievement of the element.*	Page reference
3. Finalise presentation	3.1 Check presentation for spelling and consistency in presentation features and style, in accordance with task requirements	51, 55, 63, 99, 117, 118
	3.2 Prepare presentation materials for delivery in accordance with presenter or audience requirements	40, 87–91, 99–101, 113–115, 117, 118
	3.3 Name and store presentation appropriately, in accordance with organisational requirements and exit application without information loss	34, 37, 40–42, 56

Foundation Skills

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

Skill	Description	Page reference
Reading	• Evaluates and integrates information and ideas to construct meaning in an effort to design and create a presentation	Throughout workbook
Writing	• 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	• Listens to discussions and participates in exchange of information to choose appropriate actions to create presentation	18–20, 61,
Navigate the world of work	• Recognises and follows explicit and implicit protocols and meets expectations associated with own role	Throughout workbook
Interact with others	• Collaborates with others to achieve joint outcomes	30, 61,
Get the work done	• Uses advanced features within applications to address routine and complex work tasks	Throughout workbook
	• Plans and implements routine tasks and workload making limited decisions on sequencing and timing	17, 117–118

Assessment for this Unit

This Unit is assessed by:

- demonstrating correct WHS practices
- recommending presentation applications
- using a manual or help facility
- planning and creating presentations.

Assessment Requirements

Performance Evidence

Evidence of the ability to:	Page reference
• follow correct ergonomic requirements and organisational policies and procedures	9–15
• produce electronic presentations that align to task purpose and are appropriate to target audience	Throughout workbook
• adhere closely to task requirements and organisational policies and procedures relating to:	
• following designated timelines	17, 117, 118
• consistency of design and layout	54–55, 57, 67, 79, 84–86, 100–105
• editing and style requirements	Throughout workbook
• use relevant help functions to rectify presentation issues	90
• produce presentation in appropriate format for review	Throughout workbook
• communicate effectively with personnel	18–20, 58, 118, 120
• store presentation in accordance with organisation policies and procedures relating to data security	Throughout workbook

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	Page reference
• Key provisions of relevant legislation, standards and codes that affect aspects of business operations	9, 26–27
• Key elements of design features and their effect on the readability and appearance of electronic presentations	24–25
• Key functions of relevant applications for producing electronic presentations	Throughout workbook
• Key features of organisational requirements for ergonomics	9–15
• Key features of organisational style and presentation guide.	23, 61, 118

SECTION 1: ORGANISATIONAL PROCEDURES

Learning outcomes

At the end of this section you should be able to:

- ☐ understand ergonomics

- ☐ set up a workstation appropriately for the device being used

- ☐ understand health risks associated with computer use

- ☐ perform exercises to help prevent health issues

- ☐ use suitable presentation naming conventions

- ☐ apply timelines for presentation creation

- ☐ understand what slide presentations are used for

- ☐ determine presentation requirements

- ☐ understand style guides

- ☐ choose appropriate presentation modes

- ☐ choose options for displaying the presentation

- ☐ apply design concepts.

Presentation requirements

When instructed to create a presentation, you should be provided with a description of what is required.

Requirements may include:

- purpose of the presentation (why it is being created)
- intended audience (the people who will view it)
- the mode of the presentation, e.g. how will it be viewed or if it is accompanying an oral presentation
- content of the presentation, including where the information will come from and details of any tables or diagrams required
- any restrictions on length, e.g. the ideal number of slides
- where the presentation file should be stored
- date when the presentation should be completed/delivered.

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 example

> I am delivering a presentation to new staff members next Friday. Please create PowerPoint slides to accompany my presentation. It should contain the company mission and vision statements, overview of the company structure, legal obligations (copyright, internet user policy) plus basic WHS information. Include my name, position and contact details on the first slide. All this information is available on the company intranet.
>
> Format using the company theme.
>
> The PowerPoint file should be saved in the Induction folder on the S: drive using standard naming conventions.
>
> Deadline is close of business this Friday.

Oral instructions

Presentation requirements might be provided in a conversation with a supervisor or colleague. If complex instructions are provided orally, take notes so you do not forget any important details.

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 for clarification

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. It is much better to ask for clarification straight away. Creating the presentation and then finding you have misunderstood the requirements wastes everyone's time.

Planning a presentation

When creating a simple presentation your planning may involve discussing your ideas with your colleagues or supervisor. If you are creating a complex presentation, you may need to create a more detailed plan.

In most cases it is more efficient to draft the presentation in the application with only basic text formatting applied and ask for feedback.

Purpose

The purpose is the reason for the presentation; to inform, educate or persuade the audience. The purpose will determine the information to be included and language used.

Audience

You need to know who will be watching the presentation so you can use the correct language and tone suitable for that audience. Aspects to consider include:

Requirements	Why will they be watching the presentation? What information will they need?
Age	You may be able to use slang with a younger audience, but it would not be appropriate with an older audience. Simple words and layouts can be used for an audience of children (or parents of children).
Knowledge	If you are creating a presentation for a subject-specific audience, you can use technical terms which you would not use with the general public.

Requirements

The requirements relate to the **content** of the presentation. You need to find out:

- text to be entered into the slides and the order in which it should be presented
- any images, logos or charts required
- specific layout requirements such as tables
- length of the presentation, e.g. you may be told that the presentation should have exactly 12 slides or last approximately 20 minutes.

Supporting documents

Supporting documents may be required to accompany the presentation. You need to determine:

- whether the audience will be provided with supporting documentation such as handouts created from slides and how many need to be printed
- whether speaker notes need to be created.

Equipment

Equipment that might be required for a presentation includes:

- laptop or other portable device containing the presentation file
- projector
- microphone
- laser pointer.

Copyright

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

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

An organisation may want to protect the copyright of its presentations, particularly if they are going to be transmitted via the internet. Adding an organisation's name and/or logo demonstrates who owns the presentation copyright.

Using copyright protected material in presentations

The world wide web (the web) can be a good source of pictures for presentations as long as copyright licences are identified and adhered to.

Depending on the licence requirements of the image's owner you may find the image:

- cannot be downloaded and used under any circumstances

- can be downloaded, but the author must be attributed

- can be used freely with no attribution required.

Creative Commons licences

The copyright owner can choose for material to be used freely or with some restrictions. In this case they may apply a Creative Commons licence to their work.

There are several types of Creative Commons licences. Each licence type specifies how the material can be used. Some licences allow a piece of work to be copied, updated, changed and distributed freely. Other licences allow material to be used only in a non-commercial setting, e.g. to complete assignments while formally studying.

Licence types

Icon	Description	Acronym
	Attribution	CC BY
	Attribution-Share Alike	CC BY-SA
	Attribution-NonCommercial	CC BY-NC
	Attribution-No Derivatives	CC BY-ND
	Attribution-NonCommercial-Share Alike	CC BY-NC-SA
	Attribution-NonCommercial-No Derivatives	CC BY-NC-ND

Source: http://creativecommons.org.au/learn/licences, retrieved 26 February 2016
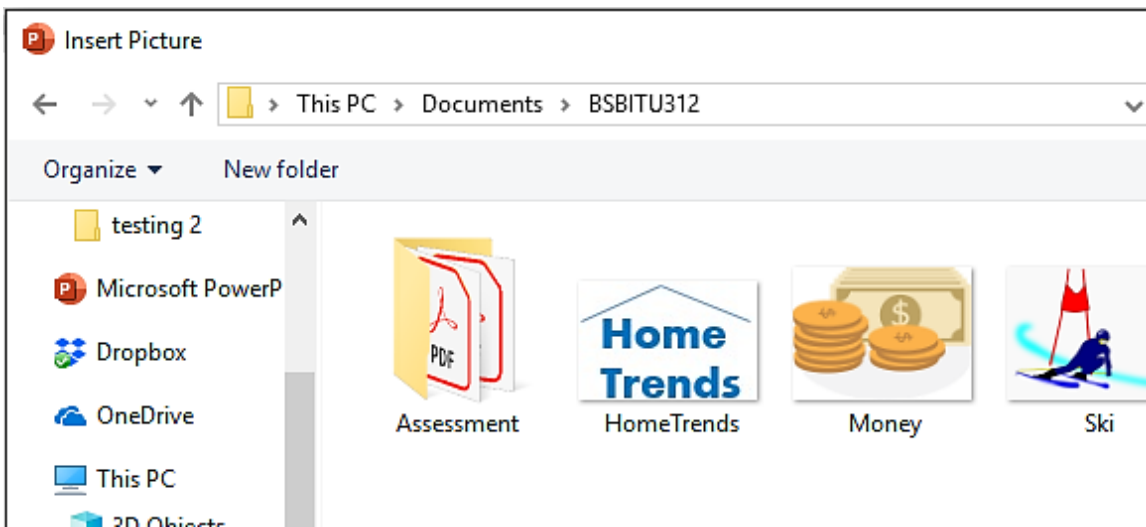
Pictures

There are six icons in the content area in the right column of the slide. Each icon represents a different object that can be inserted into the slide.
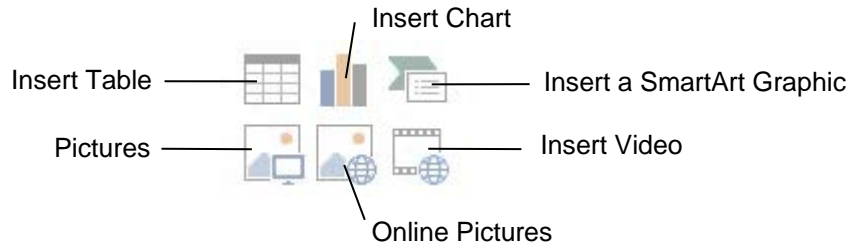
Exercise 18

1. Using **Exercise 15...** check the fourth slide is displayed.

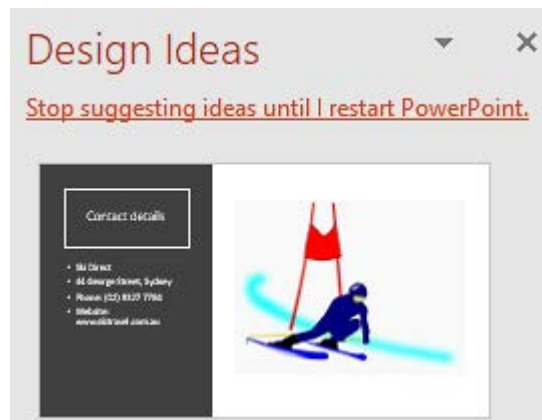2. Click on the Pictures icon . The Insert Picture dialog box will display.

3. Navigate to the *978-1-921971-38-9 BSBITU312 exercise files* folder.

4. Select the file **Money**.

5. Click on ▭ Insert ▾.

Note

When you insert a picture into a presentation the Design Ideas pane may automatically display. If this displays, click on ✕ to close the pane.

Custom animation

Custom animation provides the opportunity to animate several objects in 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 62
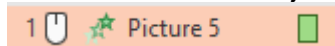
1. Open the file **Deirdre's HOD** from the *978-1-921971-38-9 BSBITU312 exercise files* folder.

2. Save As the presentation in your working folder following workbook procedures.

3. Display slide 3. Click on the picture.

4. Display the Animations Ribbon. Click on the Animation Pane button . The Animation Pane will display on the right.
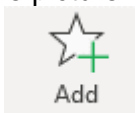
5. Click on Add Animation button from the Advanced Animation Group. You will see that animation effects have been categorised, i.e. Entrance, Emphasis, Exit.
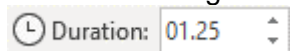
6. From the Entrance list select Zoom . An Entrance effect occurs when the object appears. The animation will be listed on the Animation Pane .

7. On the Animation pane click on the beside the animation. Select Remove. The animation will be removed from the picture.

8. Select the picture again. Click on and select from under the Entrance Effects.

9. From the Timing Group on the Animations Ribbon change the *Duration:* to **1.25** . This will slow down the animation.
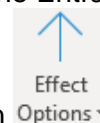
10. Display slide 7.
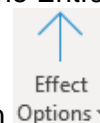
11. Click on the picture in the bottom left corner.

12. Using the Add Animation button add the Entrance Effect .

13. Click on the image of the ring in the centre of the slide. Apply the Entrance Effect .

14. With the image still selected click on the Effects Options button and select From Left.

Advanced animation

Automating object animations

Exercise 83

This exercise will show how to animate objects on a mouse click, start animating after another animation has finished and animate several objects at once.

1. Open the file **Heat pumps** from the *978-1-921971-38-9 BSBITU312 exercise files* folder.

2. Save As the presentation in your working folder following workbook procedures.

3. Display slide 2 and display the Animations Ribbon.

4. Click on 🎞 Animation Pane . Note that animations have already been applied to objects on this slide.
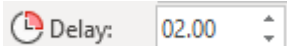
Each animation has a mouse icon beside it 🖰 meaning that each animation occurs when the mouse button is clicked.
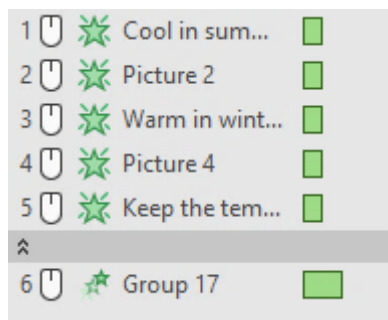
5. Run the slide show for the current slide. Click the mouse to display each animation.

6. Exit the slide show once the entire content of the slide has been displayed.

7. Click on the second animation listed in the Animation pane 2 🖰 ✵ Picture 2 ▢ .

8. From in the Timing Group click on the *Start:* ▾ . There are three different start methods that can be applied to an animation.

On Click	Click with the mouse to activate an animation.
With Previous	Activate at the same time as the previous animation.
After Previous	Activate after the previous animation has played.
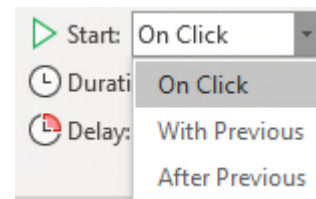
9. Select After Previous. When the slide show is run the text *Cool in summer* will display, then immediately after the picture of the sun will appear.

10. Click on the third animation in the Animation pane *Warm in winter*.

11. Hold down the Shift key and click on the last animation Group 17. Click on the *Start:* ▾ and select After Previous.

12. With the animations still selected hold down the Ctrl key and click on each of the two animations at the top of the list.

13. From the Timing Group set the *Delay:* to **2** seconds 🕘 Delay: 02.00 ⏷ . The timing will be applied to all the animations.

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