Create electronic presentations

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Author

Software Publications writing team

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BSBTEC303 Create electronic presentations

Application

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

The 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.

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 according to ergonomic requirements	9–11
	1.2 Identify purpose, audience and mode of presentation in consultation with content author or relevant stakeholder	22–24
	1.3 Identify organisational and task requirements	22–24
	1.4 Select required application to produce presentation, according to available resources and organisational policies and procedures	25
2. Create presentation	2.1 Plan presentation, notes and handouts according to organisational and task requirements and image and style requirements	22–24, 57–77, 79–82, 92–97
	2.2 Use application functions for consistency of design and layout	47, 50, 61, 73, 79–80, 92–97
	2.3 Balance presentation features for visual impact and emphasis	20–21
	2.4 Use application features and customise presentation as required	29–108
	2.5 Prepare presentation according to organisational requirements	34–108
	2.6 Use relevant help functions to overcome issues relating to presentation creation, where required	55
3. Finalise presentation	3.1 Check presentation for spelling and consistency in presentation features and style, according to task requirements	20, 44
	3.2 Prepare presentation materials for delivery according to presenter or audience requirements	81–86
	3.3 Name and store presentation appropriately, according to organisational requirements and exit application	28, 31, 33, 84–86

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	12–50
Writing	• Communicates relationships between ideas and information in a style appropriate to audience and purpose in accordance with organisational and task requirements	Throughout workbook
Planning and organising	• Plans and implements routine tasks and workload making limited decisions on sequencing and timing	17
Teamwork	• Collaborates with others to achieve joint outcomes	13

Assessment for this Unit

This Unit is assessed by:

- applying ergonomic principles

- using Help

- planning and creating presentations.

Assessment Requirements

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- on three occasions prepare, create and finalise an electronic presentation.

Performance Evidence

In the course of the above, the candidate must:	Page reference
• follow relevant ergonomic requirements and organisational policies and procedures	9–11
• adhere to task requirements and organisational policies and procedures relating to:	
• following designated timelines	17
• consistency of design and layout	20–21
• editing and style requirements	Throughout workbook
• use relevant help functions to rectify presentation issues	55
• produce presentation in appropriate format	Throughout workbook
• store presentation in accordance with organisation policies and procedures relating to data security.	31, 34, 84

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:	Page reference
• design features and their effect on the readability and appearance of electronic presentations	20–21
• key functions of relevant applications for producing electronic presentations	Throughout workbook
• organisational requirements for ergonomics	9–11
• key features of organisational style and presentation guide.	14

Style guide

Most organisations will have instructions for how documents should be formatted. These instructions may be detailed within a style guide. The organisational style guide is sometimes referred to as a **house style guide**.

Style guides could include details on:

- use of company logos

- information to be included in document footers

- company colour schemes to be used

- use of specific fonts

- use of templates.

Large organisations will have a detailed style guide with instructions from what font to use when writing a letter to how a company logo can and cannot be used.

Small business may just have as word processing template containing a logo and a set text style to represent a letterhead.

Style guide for exercises in this workbook

For exercises in this workbook you will be using the PowerPoint default style guide.

PowerPoint defaults are the settings which are in-built when the app is installed on a device providing a suggested standard for basic presentations.

PowerPoint default style guide

Layout

Slide size	Optimised for widescreen presentations
Slide contents	Initial slide defaults to a title layout with place for presentation title and subtitle

Text

Text style	Description
Main presentation title	Calibri Light, 60 pt
Main presentation subtitle	Calibri, 24 pt
Content	Calibri, 11 pt, black, left aligned text, 8 pt spacing after each paragraph
Slide title	Calibri Light, 44 pt
Slide content	Calibri, 28 pt, bulleted with round bullet
Footer text	Calibri, 12 pt

Presentation design concepts

A slide presentation is a visual tool and therefore the design of each slide is important. A well-designed slide will enhance a presentation. Conversely a poorly designed slide may distract the audience and detract from the message being conveyed.
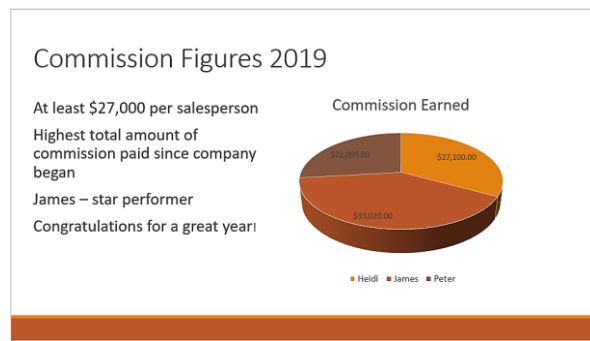
Balance

Balance is about arranging the content of a slide so that each half of the slide is equally weighted. Ideally, a slide should be balanced vertically and horizontally.

A slide which has all of its content crammed up against the left margin and blank space on the right is not balanced vertically. Text on the left can be balanced by adding an image on the right or consider displaying text in two columns.

Horizontal balance can be achieved by adding spacing between lines rather than having all the text crowded at the top of the slide.

Unbalanced   Balanced

Consistency

Consistency means using the same formatting in and between documents. Consistency of design across presentation slides tie them together into a cohesive whole.

Consistency is achieved by using the same:

- background colours
- font styles and colours
- style of transition (animations played when a slide first displays)
- footers on each slide
- colour schemes for charts and other graphics.

Simplicity

Simplicity in design allows information in the presentation to be understood easily.

- Do not cram too much information onto one slide.
- Do not use too many colours or too many font styles.
- Do not try and crowd too many images onto a page.
- Choose a simple background for each slide.
- Use short sentences and statements. You can provide a handout containing more information for the audience if required.
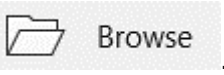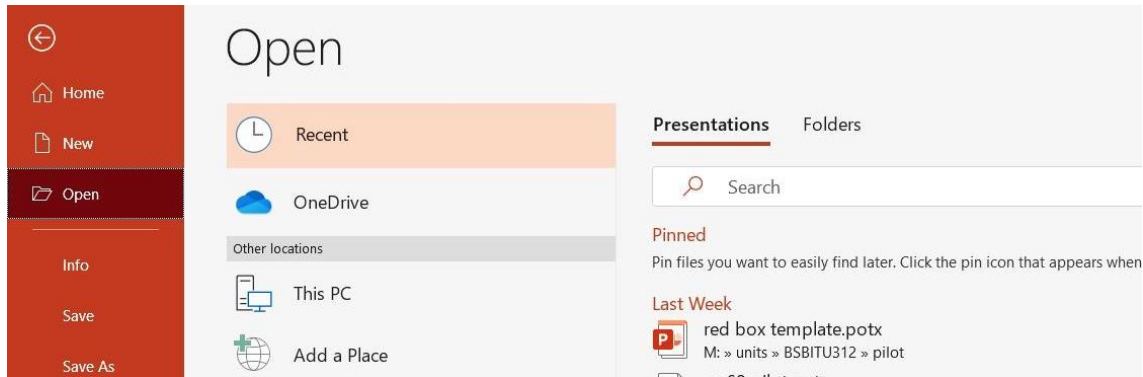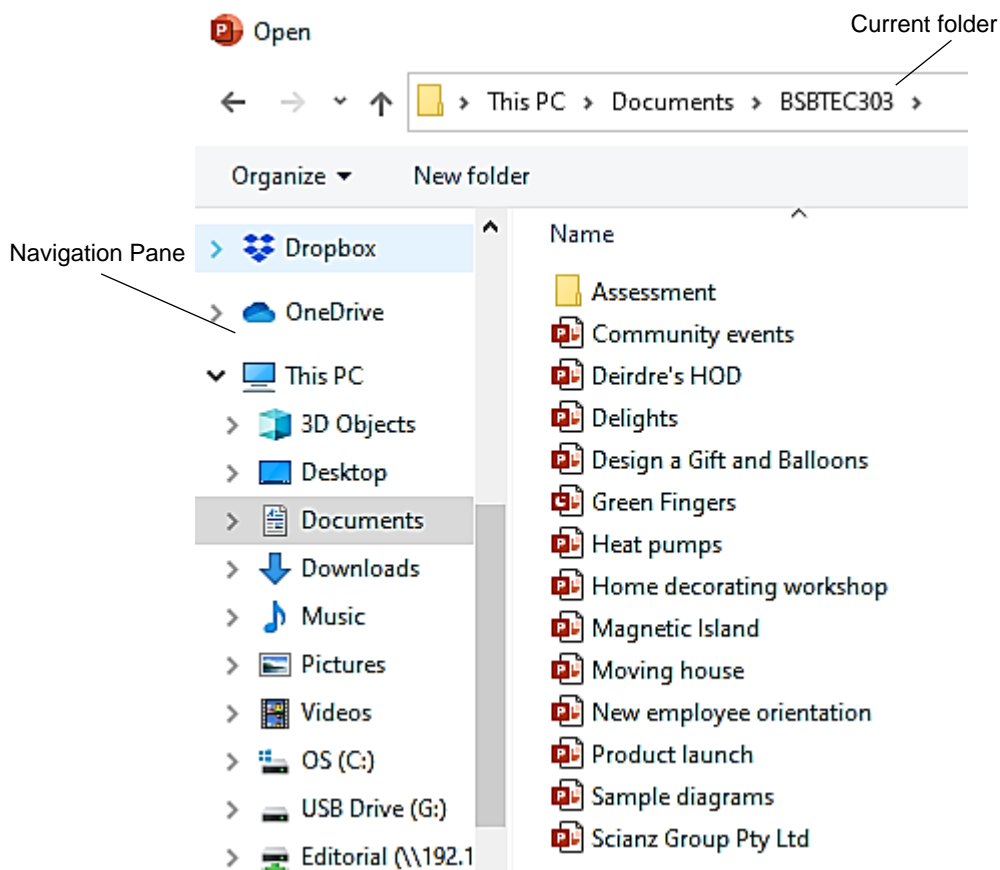
Opening a presentation

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

Rulers, gridlines and guides

Rulers, gridlines and drawing guides help align objects need to be aligned on a slide. The Show Group on the View Ribbon contains check boxes which can be ticked to display the items and cleared to hide them again.

Exercise 7

1. Using **Exercise 4...** check the first slide is displayed in Normal View.

2. Check the View Ribbon is displayed. From the Show Group check there is a tick in the Ruler check box ☑ Ruler . Horizontal and vertical rulers will display.

3. Put a tick in the Gridlines check box ☑ Gridlines . A grid will display over the slide.

4. Click in the check box to remove the tick from the Gridlines check box.

5. Put a tick in the Guides check box ☑ Guides . Dotted horizontal and vertical lines appear over the slide.

6. Practise moving drawing guides by clicking on one of the dotted lines and dragging. The measurement will be displayed.

7. Turn off guides. Leave the ruler displayed.

8. Keep the presentation open for the next exercise.

Zoom

The Zoom can be altered either by using the Zoom slider on the Status Bar OR by using the Zoom Group on the View Ribbon.
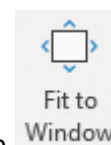

Exercise 8

1. Using **Exercise 4...** click on the Zoom slider and move it to the left to zoom out .

2. With the View Ribbon displayed click on the Fit to Window button .

3. Keep the presentation open for the next exercise.

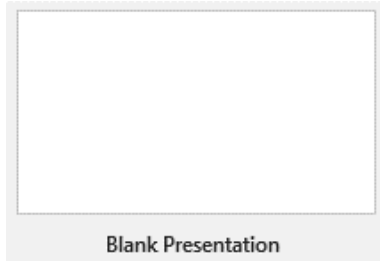# Closing a presentation

Exercise 9

Ctrl S   1. Using **Exercise 4...** click on the Save button 🖫 on the Quick Access Toolbar.

Ctrl W   2. Click on File and click on Close .

Creating a presentation

Exercise 10

1. With PowerPoint open click on File and select New.

2. Click on Blank Presentation [Blank Presentation].

When a new presentation is created, a blank Title Slide will appear. Text boxes have been automatically added to the slide.

Click to add title

Click to add subtitle

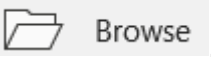3. Keep the presentation open for the next exercise.

Entering text into a presentation

Exercise 11

1. Using the presentation created in Exercise 10 click in the *Click to add title* box in the centre of the slide.

2. Type: **SKI DIRECT**

3. Click in the *Click to add subtitle* box in the centre of the slide.

4. Type: **Adventure Tours**

5. Keep the presentation open for the next exercise.

Saving a presentation

Exercise 12

Ctrl S 1. Using the new presentation created in Exercise 10 click on File and select Save.

2. Click on Browse. The Save As dialog box will display.

3. Navigate to your working folder.

4. Enter a file name following workbook procedures.

5. Click on the Save button.

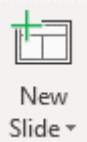6. Keep the presentation open for the next exercise.

Slide layouts for new slides

When inserting a new slide you need to choose an appropriate **slide layout**. A slide layout contains place holders for titles and content making it easy to enter data and format your slide.

Inserting a Title and Content slide

Exercise 13

1. Using **Exercise 12...** check the Home Ribbon is displayed.

2. Click on the bottom half New Slide ▾ of the New Slide button New Slide ▾ . A list of slide layouts will display.
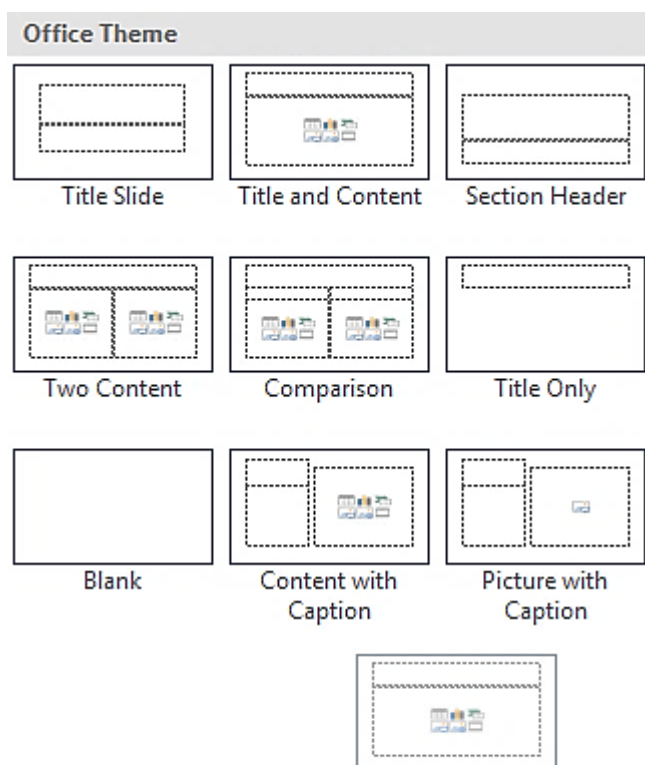
3. Click on Title and Content Title and Content to insert a slide with this layout.

4. Click in the *Click to add title* box and type: **Ski Queenstown**

5. Click in the *Click to add text* box and type the text below pressing Enter after each paragraph except after the last paragraph. The text will format as bullet points.

   Choose between two of the finest ski areas only minutes away from Queenstown

   Come and feel the buzz, shopping, nightlife, fantastic restaurants, extreme activities and much more

   The challenge will be 'What to do first?'

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