

Computer Skills

Create electronic presentations (PowerPoint 2013)

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

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Software Publications writing team

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BSBITU302B CREATE ELECTRONIC PRESENTATIONS

Unit descriptor This unit describes the performance outcomes, skills and knowledge required to design and produce electronic presentations for speakers, for self access and for online access. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

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

Employability skills This unit contains employability skills.

Prerequisites There are no prerequisites for this unit.

Element	Performance Criteria	Page covered
1 Prepare to create presentation	1.1 Organise personal work environment in accordance with <i>ergonomic requirements</i>	13–16
	1.2 Determine purpose, audience and <i>mode of presentation</i> in consultation with content author or presenter	25–29
	1.3 Identify <i>presentation requirements</i> in terms of supporting documents, transparencies and equipment	25–28, 42, 69, 88–90, 93–95, 100–101
	1.4 Apply work organisation strategies and <i>energy and resource conservation techniques</i> to plan work activities	19–20
2 Create presentation	2.1 Design slides, notes and handout masters to incorporate <i>organisational and task requirements</i> in relation to image and preferred style, avoiding <i>distractions</i>	28–31, 86–90, 93–99, 106
	2.2 Use <i>software functions</i> for consistency of design and layout, to meet identified presentation requirements	56, 77–79, 86–88, 93–102
	2.3 Balance <i>presentation features</i> for visual impact and emphasis	46, 57–58, 66–69, 71, 72–78, 81–84, 86, 101, 104–108

Element	Performance Criteria	Page covered
	2.4 Use advanced software features to streamline and customise the presentation for different audiences	108–110
	2.5 Prepare presentations within designated time lines	21
3 Finalise presentation	3.1 Use manuals, user documentation and online help to overcome problems with design and production	91
	3.2 Check presentation for spelling, consistency in presentation features and style, in accordance with task requirements	29, 53
	3.3 Print presentation materials in accordance with presenter or audience requirements	42, 69, 88–90, 93–95
	3.4 Store presentation , in accordance with organisational requirements and exit the application without information loss or damage	Throughout workbook

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Variable	Scope	Page References
<i>Ergonomic requirements</i> may include:	avoiding radiation from computer screens	13
	chair height, seat and back adjustment	15
	document holder	14
	footrest	15
	keyboard and mouse position	13–14
	lighting	16
	noise minimisation	n/a
	posture	13–15
	screen position	13
	workstation height and layout	16
<i>Mode of presentation</i> may include:	available for browsing by individuals	n/a
	display on one computer, control from another	25
	online, internet, intranet	25
	conference presentation	n/a
	self-running presentation	25
	speaker	Throughout workbook
<i>Presentation requirements</i> may include:	35 mm slides	n/a
	annotation pen	n/a
	computer equipment and peripherals for on-screen presentation	25
	data show	25
	digital pointer	25
	handouts	28, 88, 93–94
	internet access	25
	laptop computer	25
	network access	n/a
	outlines	100–101
	overhead projector	25
	overhead transparencies	69
	paper printouts of presentation or slide show	42
	slide projector	25
	speaker notes	89–90, 95
	video projector/s	n/a
world wide web documents	n/a	

Variable	Scope	Page References
Work organisation requirements may include:	exercise breaks	17–18
	mix of repetitive and other activities	
	rest periods	
Energy and resource conservation techniques may include:	double-sided paper use	19
	recycling used and shredded paper	
	re-using paper for rough drafts (observing confidentiality requirements)	
	utilising power-save options for equipment	20
Organisational and task requirements may include:	company colour scheme	29
	company logo	28
	corporate image	n/a
	music	28
	organisation name, time, date, occasion etc. in header/footer	28
	organisational video clip	28
Distractions may include:	heavy colour	31
	insufficient colour separation (background to text)	31
	irrelevant animation	31
	multiple transitions	31
	overly busy background	30
	overuse of sound	31, 106
	too many words or pictures per slide	30
	too small fonts	30
Software functions may include:	backgrounds	86–88
	colour schemes	56, 77–79
	creating templates	96
	handout master	93–94
	importing outlines from other applications	100–101
	importing images and graphics	101–102
	notes master	95
	placeholders	Throughout book
	slide master	86–88, 96–99

Variable	Scope	Page References
Presentation features may include:	animation	58–59, 81–84
	charts	66–69, 71
	graphics	46, 77–78, 101
	headlines or titles	Throughout workbook
	illustrations	72–76
	logos	86, 101
	music	n/a
	objects	72–76
	pace	n/a
	pictures	77–78, 101
	sound	106–108
	text content	Throughout workbook
	timing	104–106
	transitions	57
video clips	n/a	
Advanced software features may include:	agenda slides	n/a
	presentation within a presentation – custom show	108–110
Designated time lines may include:	organisational time line e.g. conference deadline requirements	21
	time line agreed with internal or external client	
	time line agreed with supervisor or person requiring presentation	
Presentation materials may include:	handouts	88, 93–94
	outlines	n/a
	overhead transparencies	69
	paper printouts of presentation/slide show	42
	speaker notes	89–90, 95
	35 mm slides	n/a
	world wide web documents	n/a
Storing presentations may include:	authorised access	n/a
	filing locations	n/a
	organisational policy for backing up files	n/a
	organisational policy for filing hard copies	n/a
	security	n/a
	storage in folders/sub-folders	Throughout workbook
	storage on disk drives, USB, CD-ROM, backup tapes, server	n/a

DESIGN CONCEPTS

A slide presentation is a visual tool and therefore the design of each slide is very important. A well designed slide will enhance a presentation. Conversely a poorly designed slide may distract the audience and detract from the message you are trying to convey.

Consistency

Consistency is important when creating a professional looking presentation. The overall look and feel of each slide within a presentation should match, making it clear that each slide is part of a single presentation. Consistency in background colour, font colour and style are particularly important. If your organisation has a preferred colour scheme or font style, these can be implemented here to provide consistency between documents as well as within the presentation.

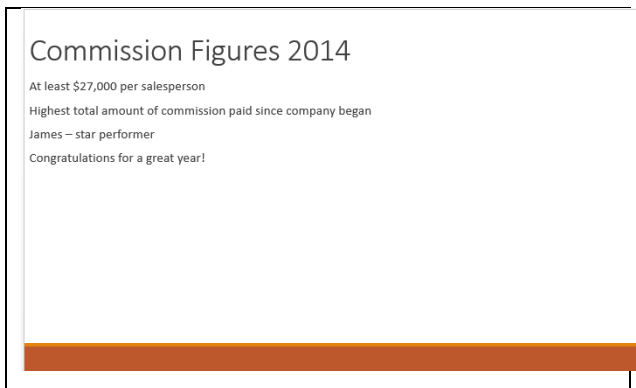
Balance

Balance is about arranging the content of a slide so that it looks tidy and stable. A slide which had all of its content crammed up against the left margin and blank space at the right would not be balanced. If you have text at the left this can be balanced by adding an image at the right of the slide. Also try to avoid having lines of text crowded at the top of the slide with blank space underneath. Space the lines of text out to fill the slide.

Ensure the image size and the text arrangement complement each other. Do not let a small image be swallowed up by lots of text, but also ensure that a large dominant image doesn't overpower the text.

Commission Figures 2014

At least \$27,000 per salesperson
Highest total amount of commission paid since company began
James – star performer
Congratulations for a great year!

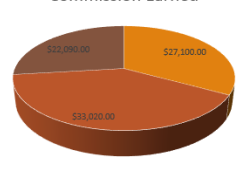


Unbalanced

Commission Figures 2014

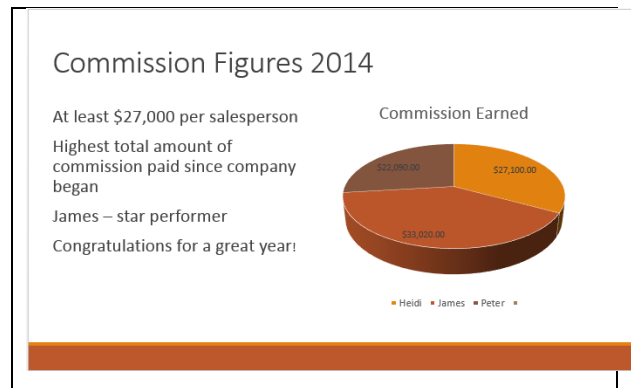
At least \$27,000 per salesperson
Highest total amount of commission paid since company began
James – star performer
Congratulations for a great year!

Commission Earned



Salesperson	Commission Earned
Heidi	\$22,000.00
James	\$27,000.00
Peter	\$33,000.00

■ Heidi ■ James ■ Peter ■



Balanced

Simplicity

The concept of simplicity is about ensuring information is presented in a way that can be accessed easily.

- Do not cram too much information onto one slide.
- Do not use too many colours or too many different fonts.
- Do not try and crowd too many images onto a slide.
- Make sure the background of each slide isn't too busy.
- Use short sentences and statements. You can provide a handout for the audience containing more information.

Text Flow and Progression

In western countries people read from left to right and from the top of a document downwards. This fact can be put to good use when planning a presentation. It is important to have a heading describing the content of each slide. This is usually located at the top of the slide, although some successful layouts position it elsewhere. The text of the title should stand out from the rest of the text to draw attention to it. This is usually done by increasing the font size or using a different colour.

Ensure bullet points in a slide are presented in a logical order with the most important data first. Also, ensure each slide is presented in a logical order. It is important to have a title slide that introduces the whole of the presentation, maybe providing the presenter's name and the name of your organisation. A company logo may be included on a title slide.

Any images in the slide should aid the flow of the presentation; drawing the eye across and down the screen. Check images are correctly sized in relation to the text and are positioned suitably. If the image is the most important part of the slide, it should be positioned prominently. If the image is purely decorative, it might be better situated at the bottom right corner of the slide, pulling the eye down towards it.

Use of Text

- Make sure the font size you select can be read easily. If the font is too small, people at the back of the room may not be able to read it.
- Avoid italic and script fonts (e.g. Brush Script) as these can be hard to read from a projected screen.
- Use different font sizes to indicate the level of headings in a slide. A major heading should appear in the largest font size, subheadings in a smaller size, the body of text in a font size smaller than a subheading. Try to limit your font sizes to about three different sizes.
- Limit the use of CAPITALS as it can make text hard to read. It can also look aggressive.
- Check that the font type and size used in the presentation will appear clearly on the equipment you are using.
- Only use numbered paragraphs if information needs to be in a particular order otherwise use bullets, as bullets place each paragraph in equal order of importance.

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

- Ensure a picture/object does not detract from the text if the text is to be the emphasis.
- 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.
- 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 and ensure the data in your presentation is provided in a logical order.

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

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.

A planning form is included in your exercise files (**Presentation Plan**) and can be printed as required.

The first page of the presentation plan document is shown on the next page.

PRESENTATION CHECKLIST

Use the following checklist to assist you in preparing your presentation.

	Points to consider	Checked
Creating a presentation Content	Has all required information been inserted into the presentation?	
	Have all required images/logos been inserted into the presentation?	
	Have all required animations/transitions/sound effects been added to the presentation and do they work correctly?	
	Have all required headers and footers been created and formatted?	
	Have all slides been checked for spelling and other errors?	
Creating a presentation Formatting	Is the amount of text on each slide appropriate?	
	Is the text easy to read?	
	Are the slides consistent in the use of themes, colours, bullet styles, font style, etc.?	
	Are the colours used on the slide attractive and easy to view?	
	Does the layout of each slide draw the eye appropriately?	
	Have all animations and sound effects been checked to ensure they are not distracting to the audience?	
Before delivering a presentation	If handouts are required, have these been formatted correctly and have sufficient number been printed?	
	If notes are required, have these been formatted correctly and printed?	
	Do I have all the presentation equipment required?	
	Has all the equipment been tested?	
	Is the room set up correctly?	
	Have I practised delivering my presentation?	

After delivering your presentation, assess your performance with the following questions:

At the end of the presentation	Did I speak at a suitable pace and volume so that the audience could understand me?	
	Did the presentation flow well?	
	Could the audience view the presentation slides easily?	
	Did I answer any questions put to me by the audience?	
	Did I make handouts available?	
	Did I thank the audience for their attention?	
	Did I obtain feedback?	


A document called **Presentation Checklist** is included in your exercise files.

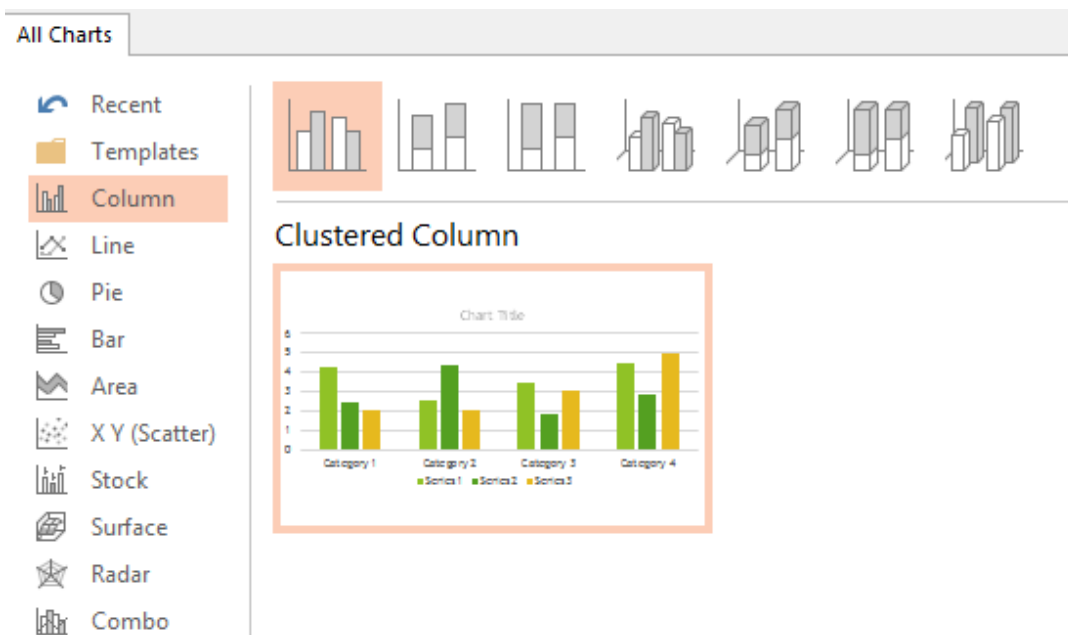
CHARTS

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 32

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




- 5 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.)
- 6 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

- 7 Press Enter to move from cell A1 to A2.

8 Type in the following, pressing Enter to move from cell to cell.

	2012	2013	2014
Broadcast 1	9125	5125	6134
Broadcast 2	3354	7001	3433
Broadcast 3	2034	6078	7001
Broadcast 4	4000	8566	4851

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

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

10 Check the Chart Tools Design Ribbon is displayed.



11 Click on the Edit Data button **Data** ▾ and select Edit Data to re-open the Excel window.

12 Alter the Broadcast 3 figure for 2012 to **5500**. Press Enter. The chart will be updated.

13 Close the Excel window.



14 Click once on the chart title to select the object

15 Press the Delete key to delete the chart title.


16 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 33




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

Pie Chart

Exercise instructions

Exercise 34 to Exercise 38 should be completed in one session without the presentation being closed.

Exercise 34

- 1 Using **Scianz Group Pty Ltd**, insert a new Title and Content slide to the end of the presentation and add the title **Market Share**.
- 2 Click on  in the Content area.
- 3 Select  Pie from the list at the left.
- 4 Click on 3-D Pie  at the top of the window.
- 5 Click on OK to display the Excel window.
- 6 Keep the presentation 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 35



- 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.





Moving the Legend

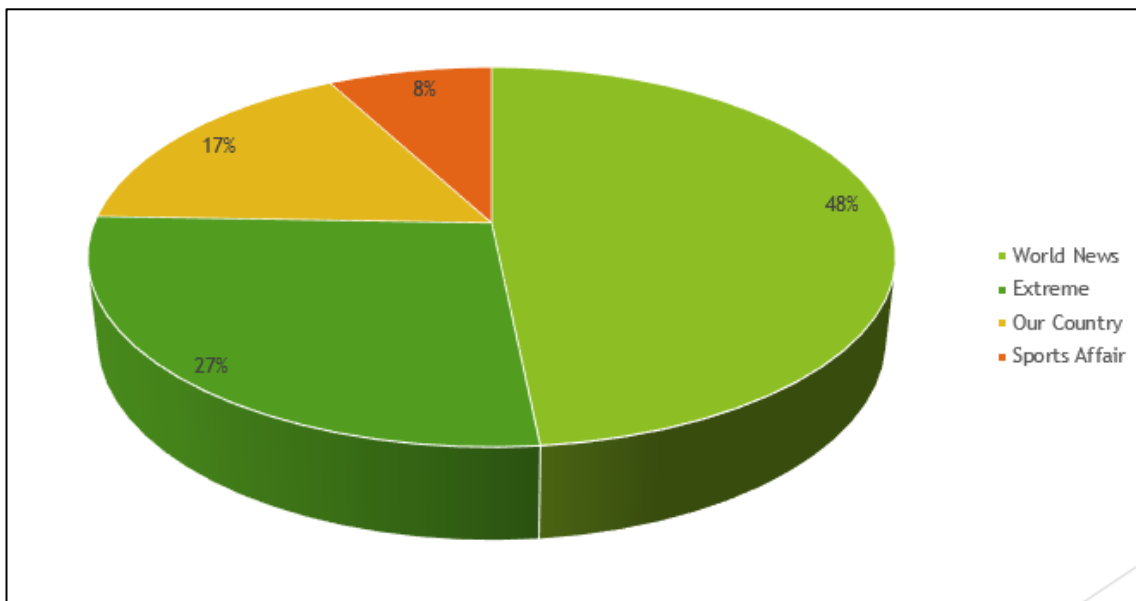
Exercise 36

- 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 Keep the presentation open for the next exercise.

Inserting Data Labels

Exercise 37



- 1 Using **Scianz Group Pty Ltd**, check the pie chart is selected. Click on  and put a tick in the Data Labels check box **Data Labels**. Click on the  at the right on Data Labels and select More Options. The Format Data Labels pane will display at the right of the screen.
- 2 Remove the tick from the Value check box and add a tick to the Percentage check box.
 Value
 Percentage
- 3 Click on  to close the Format Data Labels pane.
- 4 Click once on the Sales title the chart and press the Delete key.
- 5 With the chart still selected, 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.

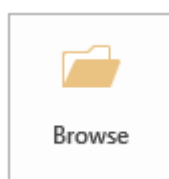


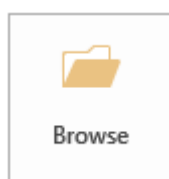
- 6 Save the presentation and keep it open for the next exercise.

Creating Overhead Transparencies for A4 Film

Exercise 38

- 1 With **Scianz Group Pty Ltd** open, click on  and select .



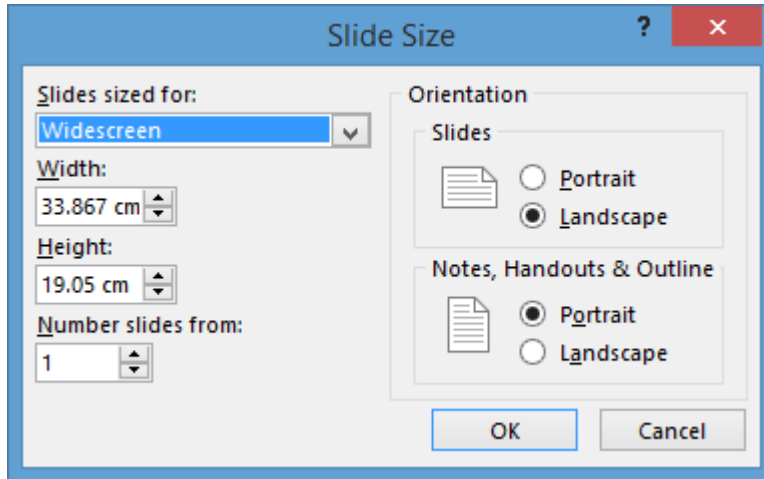
- 2 Click on  and navigate to your working folder.
- 3 In the file name box, type: **Scianz Group Pty Ltd - A4**

- 4 Click on .



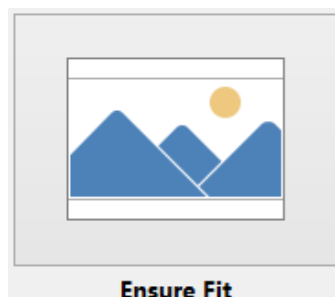
Slide

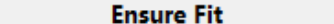
- 5 Display the Design Ribbon. Click on **Size** and select Custom Slide Size. The Slide Size dialog box will display.



- Slides sized for: Select the slide style required, e.g. Widescreen, On-screen Show (4.3), Overhead.
- Orientation Select the orientation required for Slides and/or Notes, Handouts & Outline.
- Width: Width of each slide.
- Height: Height of each slide.
- Number slides from: Defines the starting page number.

- 6 Click on the *Slides sized for:*  and select A4 Paper (210x297 mm).



- 7 Click on OK then click on the Ensure Fit button . This will reduce the size of the objects so they fit on A4.
- 8 Move through the presentation moving or resizing objects so they fit attractively on the new slide layout, e.g. text boxes can be moved and the heights of the charts can be increased.

The slides are now set up for printing on A4. Always print a copy on paper first to check everything looks as it should – transparency film is costly. When you're happy with the result place transparency film in the correct tray of the printer and print the presentation as normal.

- 9 Save and close the presentation.

Exercise 39

- 1 Open the presentation called **Product Launch**.
- 2 Move to the end of the presentation and add three more slides containing the following information; using the instructions provided for each slide.
- 3 Once complete, save and close the presentation.

Slide 1:

Title: Estimated Product Sales

Content: Create a column chart displaying the following data:

Note: This chart has more columns than the default chart. Just add the required information to the 5th Excel column as required and PowerPoint will automatically add the data to the chart.

	Week 1	Week 2	Week 3	Week 4
Love Bites	9125	8450	6134	6000
Choc Melts	8550	7001	5750	5500
Jaffa Drops	7450	6078	5500	5250
Peanut Brownie	8020	9001	6720	6320

Slide 2:

Title: Market Testing Results

Content: Create a 3-D pie chart showing the following data:

	Score
Love Bites	9125
Choc Melts	5125
Jaffa Drops	3134
Peanut Brownie	6220

Add percentage data labels to the pie chart.

Slide 3:

Title: Target Audience

Content: Display the following data in a table:

	Love Bites	Choc Melts	Jaffa Drops	Peanut Brownie
0-5 yrs	0%	15%	5%	2%
6-12 yrs	0%	80%	50%	60%
13-20 yrs	25%	25%	65%	45%
21-35 yrs	85%	5%	70%	80%
36 yrs +	70%	0%	45%	75%

ASSESSMENT

BSBITU302B Create electronic presentations

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

Element	Performance Criteria	Page covered
1 Prepare to create presentation	1.1 Organise personal work environment in accordance with ergonomic requirements	Task 1
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	1.4 Apply work organisation strategies and energy and resource conservation techniques to plan work activities	Task 1
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	2.3 Balance presentation features for visual impact and emphasis	Task 2, Task 3
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	3.4 Store presentation , in accordance with organisational requirements and exit the application without information loss or damage	Task 2, Task 3

Required Skills and Knowledge

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

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

BSB Business Services Training Package Supplement

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

BSBITU302 Create electronic presentations

Application

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

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Elements and Performance Criteria

Element <i>Elements describe the essential outcomes.</i>	Performance Criteria <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>	Workbook page reference	Assessment Tasks
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	2.2 Use software functions for consistency of design and layout, to meet identified presentation requirements	56, 77–79, 86–88, 93–102	Task 2, Task 3
	2.3 Balance presentation features for visual impact and emphasis	46, 57–58, 66–69, 71, 72–78, 81–84, 86, 101, 104–108	Task 2, Task 3
	2.4 Use advanced software features to streamline and customise presentation for different audiences	108–110	Task 2
	2.5 Prepare presentation within designated timeline	21	Task 2, Task 3

Element <i>Elements describe the essential outcomes.</i>	Performance Criteria <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>	Workbook page reference	Assessment Tasks
3. Finalise presentation	3.1 Use manuals, user documentation and online help to overcome problems with design and production	91	Task 2
	3.2 Check presentation for spelling, consistency in presentation features and style, in accordance with task requirements	29, 53	Task 2, Task 3
	3.3 Print presentation materials in accordance with presenter or audience requirements	42, 69, 88–90, 93–95	Task 2, Task 3
	3.4 Store presentation, in accordance with organisational requirements and exit the application without information loss or damage	Throughout workbook	Task 2, Task 3

Foundation Skills

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

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

Assessment Requirements v1.0

Performance Evidence

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

Knowledge Evidence

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