

# Contents

BSBITU302 Create electronic presentations .....	4
Application.....	4
Elements and Performance Criteria .....	4
Foundation Skills.....	5
Assessment for this Unit.....	6
Assessment Requirements v1.0 .....	6
How to use this workbook.....	7
Spelling and grammar in this workbook.....	7
Images used in this workbook .....	7
How to download exercise files.....	8
Files used in this workbook .....	10
Work Health and Safety.....	11
Ergonomics .....	11
Workstation .....	15
Occupational overuse syndrome.....	16
Energy and resource conservation .....	18
Using meaningful file names .....	19
Timelines.....	20
Getting help .....	21
Manuals .....	21
Software help.....	21
Solving operational problems.....	21
Copyright .....	22
What is copyright?.....	22
Creative Commons licences.....	22
Attribution .....	23
Identifying presentation requirements .....	24
Written instructions.....	24
Oral instructions .....	25
Presentations.....	26
Creating a presentation .....	26
Modes of presentation .....	28
Equipment .....	29
Presentation planning .....	30
Basics .....	30
Content author and presenter .....	30
Presentation purpose .....	30
Audience .....	30
Organisational requirements.....	31
Presentation distribution procedures .....	32
Task requirements .....	32
Design concepts.....	33
Consistency.....	33
Tools for consistency .....	33
Balance .....	33
Simplicity.....	34
Text flow and progression .....	34

Use of text .....	34
Use of colour .....	35
Use of images/multimedia .....	35
Presentation plan .....	35
Starting PowerPoint 2016 .....	39
Exiting PowerPoint .....	39
Startup screen .....	40
PowerPoint screen .....	41
Quick Access Toolbar .....	42
File Tab .....	42
Ribbon .....	42
Dialog Box Launcher .....	43
Key Tip Badges .....	43
Opening a presentation .....	44
Viewing a presentation .....	45
View buttons .....	45
Thumbnails .....	45
Zoom .....	47
Backstage View .....	47
Printing a presentation .....	48
Saving and closing a presentation .....	48
Creating a New Presentation .....	49
Entering text into a presentation .....	49
Saving a presentation .....	50
Inserting new slides – slide layouts .....	50
Selecting text in a text box .....	55
Formatting text .....	55
Moving a text box .....	56
Paragraph formatting .....	57
Alignment of text .....	57
Paragraph spacing .....	57
Changing the Bullet Style .....	58
Spelling .....	59
Slide Sorter .....	60
Footers .....	61
Apply Themes .....	61
Slide Transitions .....	63
Animation Schemes .....	64
Presenting techniques .....	68
Slide Show Toolbar .....	68
Tables .....	70
Inserting a table .....	70
Formatting a Table .....	71
Charts .....	73
Inserting a Chart .....	73
Chart Styles .....	74
Pie Chart .....	75

Drawing.....	78
Drawing lines .....	78
Drawing circles.....	79
Moving shapes.....	79
Send to Back and Bring to Front.....	79
Grouping and ungrouping .....	81
Rotating and flipping shapes .....	82
WordArt .....	83
SmartArt Graphics .....	84
Organisational chart .....	84
Inserting subordinates.....	86
Cycle diagram .....	86
Custom Animation.....	88
Animating Pictures.....	88
Animating text .....	89
Slide Master.....	92
Handouts .....	94
Notes Pages .....	95
Package for CD.....	97
Help.....	98
Consolidation exercise.....	99
Handout Master .....	100
Printing handouts .....	101
Notes Master .....	102
Templates and slide masters .....	103
Creating a template .....	103
Using a template.....	106
Importing an outline from Word .....	107
Outlining menu .....	107
Importing a picture .....	108
Copying a picture from a slide onto the master slide .....	108
Importing slides .....	109
Slide show timings .....	110
Slide show transition timings .....	110
Rehearsing timings .....	111
Running the slide show without timings .....	112
Using sound .....	113
Using sounds with animations.....	113
Adding sound to transitions .....	114
Custom Shows .....	114
Practice assessment 1.....	117
Practice assessment 2.....	119
Assessment.....	121
Instructions for assessors .....	121
Information for candidates.....	122
Assessment tasks .....	126
Index .....	133