

Contents

BSBITU302B Create electronic presentations.....	4
Range Statement.....	6
How to Download Exercise Files.....	9
Files used in this workbook.....	12
Work Health and Safety.....	13
Ergonomics.....	13
Keyboard.....	13
Workstation.....	16
OOS.....	17
Energy and Resource Conservation.....	19
Working to Deadlines.....	21
Copyright.....	22
What is Copyright?.....	22
Copyright in the Workplace.....	22
Material from the Internet.....	22
Fair Dealing.....	22
Copyright and Presentations.....	22
Presentations with PowerPoint.....	23
Producing a Presentation.....	23
Step 1 – Determine Requirements.....	23
Step 2 – Arrange Information.....	24
Step 3 – Create Presentation.....	24
Step 4 – Rehearsal.....	24
Step 5 – Presentation.....	24
Step 6 – Evaluation.....	24
Modes of Presentation.....	25
On Screen Presentation.....	25
Self-running Presentation.....	25
Video.....	25
Office Presentation Service.....	25
Presenter View.....	25
Other Delivery Methods.....	25
Equipment.....	26
Presentation Planning.....	27
The Basics.....	27
Content Author and Presenter.....	27
Presentation Purpose.....	27
Audience.....	27
Organisational Requirements.....	28
Task Requirements.....	28
Design Concepts.....	29
Consistency.....	29
Balance.....	29
Simplicity.....	30
Text Flow and Progression.....	30
Use of Text.....	30
Use of Colour.....	31
Use of Images/Multimedia.....	31
Presentation Plan.....	31
Presentation Checklist.....	33
Starting PowerPoint 2013.....	34
The Startup Screen.....	35
The PowerPoint Screen.....	36
Quick Access Toolbar.....	37

The File Tab.....	37
The Ribbon	37
Exiting PowerPoint.....	37
Opening a Presentation	38
Viewing a Presentation	40
View Buttons	40
Thumbnails	40
Zoom.....	41
Printing a Presentation.....	42
Saving and Closing a Presentation	42
Creating a New Presentation	43
Entering Text into a Presentation	43
Saving a.....	44
Inserting New Slides – Slide Layouts	44
Title and Content Slides	44
Two Content Slides	45
Selecting Text in a Text Box	48
Mouse	48
Keyboard	48
Moving a Text Box	50
Paragraph Formatting	51
Alignment of Text	51
Paragraph Spacing	51
Changing the Bullet Style.....	52
Spelling.....	53
Slide Sorter	54
Footers	55
Apply Themes.....	56
Slide Transitions	57
Animation Schemes.....	58
Revision Exercises.....	59
Presenting Techniques	62
Slide Show Toolbar	62
Tables.....	64
Inserting a Table	64
Formatting a Table	65
Charts	66
Inserting a Chart	66
Chart Styles	67
Pie Chart.....	68
Creating Overhead Transparencies for A4 Film	69
Drawing	72
Drawing Lines	72
Drawing Circles.....	72
Moving Objects	73
Send to Back and Bring to Front	73
Grouping Objects	74
Rotating and Flipping Objects	75
WordArt.....	76
Pictures.....	77
SmartArt Graphics	78
Organisation Chart.....	78
Cycle Diagram	79
Custom Animation.....	81
Animating Pictures	81
Animating Text.....	82
Consolidation Exercise.....	84

Slide Master.....	86
Handouts	88
Notes Pages	89
Help	91
Consolidation Exercise	92
Handout Master	93
Printing Handouts	94
Notes Master	95
Templates and Slide Masters	96
Creating a Template	96
Using a Template.....	99
Importing an Outline from Word.....	100
Importing a Picture.....	101
Copying a Picture from a Slide onto the Master Slide	101
Importing Slides	102
Slide Show Timings	104
Slide Show Transition Timings	104
Rehearsing Timings.....	105
Running the Slide Show Without Timings.....	106
Using Sound	106
Using Sounds with Animations	106
Adding Sound to Transitions.....	108
Custom Shows.....	108
Practice Assessment 1	111
Practice Assessment 2	112
Assessment.....	113
Index	121
BSB Business Services Training Package Supplement.....	123
BSBITU302 Create electronic presentations	124