BSBITU312 Create Electronic Presentations

Microsoft PowerPoint 2016

INFOCUS COURSEWARE

❖ **General Description**

This course has been mapped to the **BSBITU312 - Create Electronic Presentations** competency. It applies to people who design electronic presentations. They may provide administrative support or be responsible for producing their own electronic presentations.

❖ **Learning Outcomes**

At the completion of this course you should be able to:

- work with the basic features of **PowerPoint**
- work with presentations
- create a new presentation
- work with the various slide layouts
- insert text into a slide and apply basic formatting
- create and work with tables
- insert and edit images
- draw and format shapes
- create and work with **SmartArt** graphics
- create and work with charts
- create and work effectively with themes
- use a range of printing techniques
- view and modify slide masters
- create and use custom templates
- navigate a slide show in **PowerPoint**
- create animations in a presentation
- set up a presentation for the required presentation mode
- save and share your presentations in other formats
- work safely with your computer, consider your impact on the environment and manage files and folders efficiently
- the procedures for using various forms of **Help**

❖ **Prerequisites**

BSBITU312 Create Electronic Presentations assumes little or no knowledge of Microsoft PowerPoint 2016. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ **Topic Sheets**

263 topics

❖ **Methodology**

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ **Formats Available**

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

Product Information

AUSTRALIAN MADE & OWNED

❖ **Companion Products**

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at **www.watsoniapublishing.com**.

This information sheet was produced on Wednesday, November 21, 2018 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.

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Product Information

Unit Mapping

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

	Performance Criteria	Location
1	**Prepare to create presentation**	
1.1	Organise personal work environment (including furniture and equipment) in accordance with ergonomic requirements	Chapter 19: General Computer Operation
1.2	Identify purpose, audience and mode of presentation in consultation with content author or presenter	Generally assumed throughout
1.3	Identify organisational and task requirements relating to supporting documents and equipment	Chapter 3: Your First Presentation
1.4	Select most appropriate application or platform to produce presentation, in accordance with available resources and organisational policies	Chapter 1: Getting to Know PowerPoint
2	**Create presentation**	
2.1	Plan and prepare slides, notes and handouts according to organisational and task requirements and image and style requirements	Chapter 3: Your First Presentation, Chapter 4: Slide Layouts, Chapter 12: Printing Your Presentation
2.2	Use application functions for consistency of design and layout, to meet identified presentation requirements	Chapter 4: Slide Layouts, Chapter 11: Themes, Chapter 13: Slide Masters, Chapter 14: Templates
2.3	Balance presentation features for visual impact and emphasis	Chapter 5: Working With Text, Chapter 4: Slide Layouts, Chapter 6: Tables, Chapter 7: Images, Chapter 8: Shapes, Chapter 9: SmartArt, Chapter 10: Charts
2.4	Use advanced application features to streamline and customise the presentation for different audiences	Chapter 15: Preparing for Presentations, Chapter 13: Slide Masters, Chapter 16: Animations and Transitions, Chapter 17: Setting Up the Show, Chapter 18: Saving and Sharing Presentations
2.5	Prepare presentation within designated timeline	Generally assumed throughout, can be measured through the use of end of chapter challenge exercises
2.6	Use relevant help functions to overcome issues relating to presentation creation, if necessary	Chapter 20: Getting Help
3	**Finalise presentation**	
3.1	Check presentation for spelling and consistency in presentation features and style, in accordance with task requirements	Chapter 3: Your First Presentation
3.2	Prepare presentation materials for delivery in accordance with presenter or audience requirements	Generally assumed throughout, Chapter 15: Preparing for Presentations, Chapter 17: Setting Up the Show, Chapter 18: Saving and Sharing Presentations
3.4	Name and store presentation appropriately, in accordance with organisational requirements and exit application without information loss	Chapter 1: Getting to Know PowerPoint, Chapter 3: Your First Presentation, Chapter 19: General Computer Operation