



INFOCUS COURSEWARE

BSBITU302 Create Electronic Presentations

Microsoft PowerPoint 2016



Product Code: INF1744

ISBN: 978-1-925526-72-1

❖ General Description

This course has been mapped to the **BSBITU302 - 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

BSBITU302 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

257 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



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❖ 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.

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Contents

Getting to Know PowerPoint

- Starting PowerPoint From the Desktop
- Understanding the Start Screen
- Creating a New Blank Presentation
- The PowerPoint Screen
- How Microsoft PowerPoint 2016 Works
- Using the Ribbon
- Using Ribbon KeyTips
- Showing and Collapsing the Ribbon
- Understanding Backstage View
- Using Shortcut Menus
- Understanding Dialog Boxes
- Understanding the Quick Access Toolbar
- Understanding the Status Bar
- Exiting Safely From PowerPoint
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- Challenge Exercise Workspace

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Changing the Chart Type
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Saving a Presentation as a Video
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Challenge Exercise
Challenge Exercise Workspace

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Using Tell Me
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Navigating the Help Window
Using Google to Get Help
Using Smart Lookup
Printing a Help Topic
Challenge Exercise
Challenge Exercise Workspace



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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 in accordance with ergonomic requirements	Chapter 19: General Computer Operation
1.2	Determine purpose, audience and mode of presentation in consultation with content author or presenter	Generally assumed throughout
1.3	Identify presentation requirements in terms of supporting documents and equipment	Chapter 3: Your First Presentation
1.4	Apply work organisation strategies and energy and resource conservation techniques to plan work activities	Generally assumed throughout, Chapter 19: General Computer Operation
2	Create presentation	
2.1	Design slides, notes and handout masters to incorporate organisational and task requirements in relation to image and preferred style, avoiding distractions	Chapter 3: Your First Presentation
2.2	Use software 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 software 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 timelines	Generally assumed throughout, can be measured through the use of end of chapter challenge exercises
3	Finalise presentation	
3.1	Use manuals, user documentation and online help to overcome problems with design and production	Chapter 20: Getting Help
3.2	Check presentation for spelling, consistency in presentation features and style, in accordance with task requirements	Chapter 3: Your First Presentation
3.3	Print presentation materials in accordance with presenter or audience requirements	Chapter 12: Printing Your Presentation
3.4	Store presentation, in accordance with organisational requirements and exit the application without information loss or damage	Chapter 1: Getting to Know PowerPoint, Chapter 3: Your First Presentation, Chapter 19: General Computer Operation

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