



INFOCUS COURSEWARE

BSBITU302 Create Electronic Presentations

Microsoft PowerPoint 2016



Product Code: INF1744

ISBN: 978-1-925526-19-6

❖ 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
- Challenge Exercise
- Challenge Exercise Workspace

Working With Presentations

- The Open Place
- The Open Dialog Box
- Opening a Presentation
- Opening Multiple Presentations
- Switching Between Open Presentations
- Understanding Presentation Views
- Changing Presentation Views
- Navigating a Presentation
- Using the Zoom Tool
- Opening a Recent Presentation
- Challenge Exercise
- Challenge Exercise Workspace

Your First Presentation

- Creating Presentations in PowerPoint
- Creating a Presentation
- Applying Theme Variants
- The Save As Place
- The Save As Dialog Box
- Typing Text Into a Slide
- Inserting New Slides
- Typing Text Using the Outline Pane
- Applying Slide Transitions
- Saving a Presentation
- Previewing a Slide Show
- Closing a Presentation

- Challenge Exercise
- Challenge Exercise Sample

Slide Layouts

- Understanding Slide Layouts
- Inserting a Title Slide
- Inserting a Title and Content Slide
- Inserting a Section Header Slide
- Inserting a Table
- Inserting a Picture With Caption Slide
- Inserting a Chart
- Changing the Slide Layout
- Challenge Exercise
- Challenge Exercise Sample

Working With Text

- Editing Text
- Checking Spelling
- Understanding Font Formatting
- Applying Font Formatting
- Applying Paragraph Formatting
- Changing Bullet and Numbering Styles
- Moving and Resizing Placeholders
- Applying WordArt to Text
- Converting Text to SmartArt
- Challenge Exercise
- Challenge Exercise Sample

Tables

- Inserting a Table Using the Ribbon
- Inserting Rows and Columns
- Applying a Table Style
- Merging and Splitting Cells
- Adjusting Column Widths
- Adjusting Row Heights
- Resizing and Positioning a Table
- Formatting Table Data
- Aligning Table Data
- Applying Borders
- Applying Shading
- Challenge Exercise
- Challenge Exercise Sample

Images

- Understanding Pictures
- Understanding Online Pictures
- Working With PowerPoint Designer
- Inserting a Picture From File
- Inserting an Online Picture

- Resizing an Image
- Positioning an Image
- Rotating and Flipping Images
- Inserting a Screenshot
- Inserting a Screen Clip
- Creating a Photo Album
- Challenge Exercise
- Challenge Exercise Sample

Shapes

- Drawing Shapes
- Resizing Shapes
- Editing Shapes
- Positioning Shapes
- Arranging Shapes
- Merging Shapes
- Formatting Shapes
- Using the Eyedropper
- Copying Shapes
- Aligning Shapes Using the Ribbon
- Aligning Objects Using Smart Guides
- Inserting and Formatting Text
- Connecting Shapes
- Grouping Shapes
- Rotating Shapes
- Challenge Exercise
- Challenge Exercise Sample

SmartArt

- Understanding SmartArt
- Inserting a SmartArt Graphic
- Inserting Text Into SmartArt
- Adding Shapes Below
- Adding Shapes Above
- Adding Shapes Before and After
- Adding an Assistant
- Promoting and Demoting Shapes
- Switching SmartArt Right to Left
- Resizing SmartArt
- Changing the SmartArt Layout
- Applying a Colour Scheme
- Applying a SmartArt Style
- Deleting SmartArt Shapes
- Challenge Exercise
- Challenge Exercise Sample

Charts

- Understanding Charts
- Inserting a Chart Using the Ribbon





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Changing the Chart Type
Chart Elements
Using Quick Layouts
Understanding Chart Buttons
Changing the Layout of Chart Elements
Applying a Chart Style
Understanding the Chart Format Panes
Formatting Chart Elements
Editing a Data Series
Hiding Data Series
Working With Pie Charts
Challenge Exercise
Challenge Exercise Sample

Themes

Understanding Themes
Creating Custom Theme Colours
Applying a Theme
Changing the Theme Colours
Changing the Theme Fonts
Changing the Slide Background
Saving a Customised Theme
Using a Customised Theme
Deleting a Customised Theme
Challenge Exercise
Challenge Exercise Sample

Printing Your Presentation

Understanding Printing
Previewing Slides
Printing Slides
Printing Handouts
Printing Notes Pages
Printing the Outline
Challenge Exercise
Challenge Exercise Sample

Slide Masters

Understanding Slide Masters
Viewing the Slide Master
Changing the Master Font
Modifying Bullets
Inserting an Image
Applying Slide Transitions to the Slide Master
Inserting Slide Numbers
Creating Custom Slide Layouts
Modifying Slide Layouts
Challenge Exercise
Challenge Exercise Sample

Templates

Understanding Templates
Setting a Custom Templates Location
Using an Existing Template
Creating a Template From a Template
Saving a Custom Template
Creating a Template From a Theme
Modifying a Template
Using a Custom Template
Challenge Exercise
Challenge Exercise Sample

Preparing for Presentations

Using Slide Sorter View
Reusing Slides
Adding Sections
Adding Notes to Your Slides
Slide Numbers
About Hyperlinks
Creating an Internal Hyperlink
Creating a Hyperlink to Another Presentation
Creating a Hyperlink to Another Application
Keyboard Shortcuts for Navigating Slide Shows
Using Resume Reading
Presenting a Slide Show
Challenge Exercise
Challenge Exercise Sample

Animations and Transitions

Understanding Animation
Animating Text
Animating Objects
Applying Multiple Effects
Applying Motion Paths
The Animation Pane
Setting the Timing
Animating SmartArt Graphics
Using Slide Transitions
Challenge Exercise
Challenge Exercise Sample

Setting Up the Show

About Self Running Presentations
Recording a Slide Show
Setting Up a Self Running Presentation
Rehearsing Timings
Setting Up a Speaker-Led Show

Creating a Custom Show
Understanding Presenter View
Using Presenter View
Challenge Exercise
Challenge Exercise Sample

Saving and Sharing Presentations

Packaging Presentations for CD
Saving a Presentation as a PDF Document
Saving a Presentation as a Video
Sending a Presentation via Email
Presenting a Slide Show Online
Saving to a Storage Device
Challenge Exercise
Challenge Exercise Sample

General Computer Operation

Risks and Hazards in the Office
Setting Up an Ergonomic Workstation
Breaks and Exercises
Reducing Paper Wastage
Environmentally Friendly Computing
Backup Procedures
Challenge Exercise
Challenge Exercise Workspace

Getting Help

Understanding How Help Works
Using Tell Me
Accessing the Help Window
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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