

# **BSBITU302**

# **Create electronic presentations**

Release 1

**Learner guide**

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Aspire Version 1.1

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# Before you begin

This learner guide is based on the unit of competency *BSBITU302 Create electronic presentations*, Release 1. Your trainer or training organisation must give you information about this unit of competency as part of your training program. You can access the unit of competency and assessment requirements at: [www.training.gov.au](http://www.training.gov.au).

## How to work through this learner guide

This learner guide contains a number of features that will assist you in your learning. Your trainer will advise which parts of the learner guide you need to read, and which practice tasks and learning checkpoints you need to complete. The features of this learner guide are detailed in the following table.

Feature of the learner guide	How you can use each feature
Learning content	Read each topic in this learner guide. If you come across content that is confusing, make a note and discuss it with your trainer. Your trainer is in the best position to offer assistance. It is very important that you take on some of the responsibility for the learning you will undertake.
Examples and case studies	Examples of completed documents that may be used in a workplace are included in this learner guide. You can use these examples as models to help you complete practice tasks and learning checkpoints. Case studies highlight learning points and provide realistic examples of workplace situations.
Practice tasks	Practice tasks give you the opportunity to put your skills and knowledge into action. Your trainer will tell you which practice tasks to complete.
Video clips	Where QR codes appear, learners can use smartphones and other devices to access video clips relating to the content. For information about how to download a QR reader app or accessing video on your device, please visit our website: <a href="http://www.aspirelr.com.au/help">www.aspirelr.com.au/help</a>
Summary	Key learning points are provided at the end of each topic.
Learning checkpoints	There is a learning checkpoint at the end of each topic. Your trainer will tell you which learning checkpoints to complete. These checkpoints give you an opportunity to check your progress and apply the skills and knowledge you have learnt.



## Foundation skills

As you complete learning using this guide, you will be developing the foundation skills relevant for this unit. Foundation skills are the language, literacy and numeracy (LLN) skills and the employability skills required for participation in modern workplaces and contemporary life.

The following table outlines specific foundation skills noted for your learning in this learner guide.

Foundation skill area	Foundation skill description
Reading	<ul style="list-style-type: none"><li>Evaluates and integrates information and ideas to construct meaning in an effort to design and create a presentation</li></ul>
Writing	<ul style="list-style-type: none"><li>Communicates relationships between ideas and information in a style appropriate to audience and purpose in accordance with organisational and task requirements</li></ul>
Oral Communication	<ul style="list-style-type: none"><li>Listens to discussions and participates in exchange of information to choose appropriate actions to create presentation</li></ul>
Navigate the world of work	<ul style="list-style-type: none"><li>Recognises and follows explicit and implicit protocols and meets expectations associated with own role</li></ul>
Interact with others	<ul style="list-style-type: none"><li>Collaborates with others to achieve joint outcomes</li></ul>
Get the work done	<ul style="list-style-type: none"><li>Uses advanced features within applications to address routine and complex work tasks</li><li>Plans and implements routine tasks and workload making limited decisions on sequencing and timing</li></ul>

## What do you already know?

Use the following table to identify what you may already know. This may assist you to work out what to focus on in your learning.

Topic	Key outcome	Rate your confidence in each section
Topic 1 Prepare to create a presentation	1A Use safe work practices	<input type="checkbox"/> Confident <input type="checkbox"/> Basic understanding <input type="checkbox"/> Not confident
	1B Determine the purpose, audience and method of presentation	<input type="checkbox"/> Confident <input type="checkbox"/> Basic understanding <input type="checkbox"/> Not confident
	1C Identify the presentation requirements	<input type="checkbox"/> Confident <input type="checkbox"/> Basic understanding <input type="checkbox"/> Not confident
	1D Use conservation techniques	<input type="checkbox"/> Confident <input type="checkbox"/> Basic understanding <input type="checkbox"/> Not confident
Topic 2 Create presentations	2A Understand organisational style requirements	<input type="checkbox"/> Confident <input type="checkbox"/> Basic understanding <input type="checkbox"/> Not confident
	2B Use software functions	<input type="checkbox"/> Confident <input type="checkbox"/> Basic understanding <input type="checkbox"/> Not confident
	2C Balance presentation features	<input type="checkbox"/> Confident <input type="checkbox"/> Basic understanding <input type="checkbox"/> Not confident
	2D Use advanced software features	<input type="checkbox"/> Confident <input type="checkbox"/> Basic understanding <input type="checkbox"/> Not confident
	2E Work to a time line	<input type="checkbox"/> Confident <input type="checkbox"/> Basic understanding <input type="checkbox"/> Not confident

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<b>Topic</b>	<b>Key outcome</b>	<b>Rate your confidence in each section</b>
Topic 3 Finalise presentations	3A Overcome problems	<input type="checkbox"/> Confident <input type="checkbox"/> Basic understanding <input type="checkbox"/> Not confident
	3B Proofread your presentation	<input type="checkbox"/> Confident <input type="checkbox"/> Basic understanding <input type="checkbox"/> Not confident
	3C Print presentation materials	<input type="checkbox"/> Confident <input type="checkbox"/> Basic understanding <input type="checkbox"/> Not confident
	3D Store your presentation	<input type="checkbox"/> Confident <input type="checkbox"/> Basic understanding <input type="checkbox"/> Not confident

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## Topic 1

# Prepare to create a presentation

Most organisations need people with skills in designing and producing electronic presentations. This function may be part of an administrative role. To work effectively in this area, you need to prepare your workspace by understanding safe work practices and by knowing how to identify hazards or risks to reduce workplace injury. While a lot of the responsibility for workplace safety lies with the employer, employees must also make an active contribution to ensure their workplace is safe.

When creating presentations in an office environment, you may need to use a range of business equipment and technology including a computer, photocopier, printer, fax machine, shredder and audio-visual equipment such as a projector, DVD and/or television. You must know how to use this equipment and technology safely and effectively.

To prepare a quality presentation, you must also be well informed. You need to take the time to understand the purpose of the presentation, which includes knowing who it is for (the audience), how it should be presented and in what format. Being well informed helps you to create a relevant and professional presentation.

You should also consider resource conservation and the implementation of organisational strategies to prevent waste when preparing a presentation.

In this topic you will learn how to:

- 1A Use safe work practices
- 1B Determine the purpose, audience and method of presentation
- 1C Identify the presentation requirements
- 1D Use conservation techniques

# 1A

## Use safe work practices

Workplace safety is everyone's responsibility. Employers and employees must make an active contribution to ensuring their workplace is safe. Hazards need to be identified and risks assessed to reduce injury in the workplace. If you are working at a computer for an extended period each day, your workstation must be comfortable and designed for you to carry out your tasks efficiently. You will need to organise your work so that you are not doing a repetitive task for a long time. You should also take time to stand up and stretch.



### Workplace safety legislative requirements

All work health and safety (WHS) legislation requires employers to provide a safe workplace and adequate training and supervision, while controlling workplace hazards and risks. You must work in line with legislative requirements, regulations, Australian and industry standards, and the relevant codes of practice.

WHS legislation describes the legal requirements for ensuring workplaces are safe and healthy, such as:

- managing risks to health and safety
- promoting and maintaining the health, safety and welfare of people at work
- protecting people at work from injury and illness, including psychological injury
- protecting the health and safety of the public in workplaces
- consulting workers and encouraging participation in maintaining WHS
- providing rehabilitation and maximum recovery for injured workers.

### WHS policy

All workplaces in Australia are required to have a WHS policy that describes the organisation's responsibility for the health and safety of its employees. The policy should include the organisation's goals and objectives regarding WHS and a general set of guidelines related to health and safety in the workplace.

The WHS policy will help you fulfil your duty of care as a worker for the organisation.

## WHS procedures

WHS procedures are instructions developed to ensure all employees work safely and effectively. In the context of working in an office and using a computer workstation, the following information should be contained in an organisation's WHS procedures.

Information contained in WHS procedures includes:

- workstation ergonomics
- standard safety precautions and housekeeping
- safe handling of hazardous substances (e.g. cleaning products)
- emergency and fire drills
- hazard identification and risk control
- manual handling
- emergency contact numbers, including local doctors and hospitals
- location of first-aid equipment and first-aid officers.

## Standard precautions

Your workplace may need you to use standard precautions, particularly work practices related to the prevention of repetitive strain injuries (RSIs). These include ergonomic practices, workstation design, enforced breaks and exercise routines.

Workers in an office environment follow standard precautions when using a computer workstation. However, research on sitting has demonstrated that other precautions also need to be considered, such as the use of standing workstations, to ensure that injuries are prevented. It is important that you carefully follow any standard precautions that are prescribed for your workplace.



## Equipment and systems safety checks

An important part of your daily work routine is to check the various systems and equipment you will use during the day to make sure they are in correct working order. Your workplace policies and procedures should include the steps to follow. You may need to perform this procedure at the start of your working day or at specified intervals during the day.

Workstation safety procedure/checklist:

- Seat is positioned in front of your computer and you can reach your keyboard comfortably.

- Computer monitor is positioned out of direct sunlight and at the correct height.
- Environment is dust-free as dust can affect the monitor or central processing unit of a computer.
- Cables are secured so no-one trips over them.
- Blinds and window coverings are used to reduce glare and heat at your workstation.
- Temperatures don't exceed 26°C and humidity is between 40 and 60 per cent.

## Use ergonomic practices in the workplace

The aim of ergonomics is to reduce the risk of accidents, injury and ill health by applying safe work practices. Ergonomics is about creating comfortable working conditions by adapting workstations, tools and equipment to an individual worker's needs. It also improves performance and productivity in the workplace. Ergonomics covers all aspects of working, from physical stresses such as sitting at a workstation all day to environmental factors such as noise, air-conditioning and lighting.



## Set up your workstation

A workstation includes a computer, screen, keyboard, mouse, desk and chair. How your workstation is designed can affect your health and wellbeing. Several physical problems can result from poor workstation design; for example, lower back strain may result from sitting in a chair that does not support your back. Below are some guidelines for setting up your workstation to be ergonomically efficient.

### Chair

Adjust your chair height so that your feet are flat on the floor, your thighs are horizontal and your lower legs are vertical to the floor.

Adjust the backrest by raising it to the maximum height and then lower it until it fits the curve of your lower back. If this is not comfortable, lower it another couple of centimetres. Continue this until a comfortable position is found. The backrest should support your lower back.

The backrest may also be adjusted backwards and forwards. When seated in your usual working position, move the backrest until it exerts a gentle pressure on your lower back. Make sure there is at least two centimetres of space between the front of the seat and the back of your knees. Armrests should be positioned so that they do not interfere with carrying out your tasks.

**Desk**

When you sit at your desk, the surface should be just below your elbow height. If your desk is not height-adjustable, try to raise your chair so you are sitting at the correct height, and use a footrest to make up the difference. If your desk is too low, you may be able to extend the legs. You should have plenty of leg space underneath your desk. Don't clutter the space with bags and bins, as your legs may become cramped and your posture twisted. Position any equipment or materials you use so that you can reach them easily without twisting. For example, stationery items you frequently use should go in the top desk drawer, and your keyboard and screen should sit directly in front of you to avoid having to angle or twist your body.

**Keyboard**

The angle of your keyboard can be adjusted to suit your comfort level by moving the supports underneath it. Place the keyboard as close as possible to the front of your desk. Don't place documents between yourself and the keyboard, as stretching will eventually cause muscle strain in your arms, shoulders and neck. While typing it is best not to rest your wrists, as they should not be bent up, down, or to the side. The knuckle, wrist and top of the forearm should form a straight line. Wrist supports or rests give you a place to rest your hands only when pausing from typing, not while you are typing. Do not pound the keys; use a light touch. Leave enough room on your desk to put the keyboard out of the way when you are not using it.

**Mouse**

Place the mouse and mouse mat directly beside your keyboard on the side you prefer. If you use the mouse frequently, you could try to alternate sides. You will be surprised at how easy this becomes with practice. Your wrist should be straight, and the desk should support the weight of your wrist, not your arm. Try to keep your wrist flat and rest your fingers on the mouse between clicks. Hold the mouse lightly. Don't hold onto the mouse when you are not using it.

### Screen

Once you have adjusted your chair and desk, you can position your screen. Adjust it so that the top of the screen is level with or slightly lower than your eyes. If you can't adjust the screen to the correct height, place the screen on a platform.

The screen should be at least 50 centimetres or an arm's length away from your seated position to minimise radiation exposure; however, you should always adjust the position of the screen to suit you. It is best to position the screen so that you can clearly read the text without leaning forward, twisting your neck, or looking too far upwards. Also take surrounding factors into consideration, such as reflection, glare and shadow, when positioning your screen.

## Workstation features

The features of an ergonomic workstation are highlighted in the diagram below. Some features of the workstation may vary depending on the type of computer work being performed. Graphic work may require the use of a pen tool, and multiple monitors are commonly used for a variety of digital work.



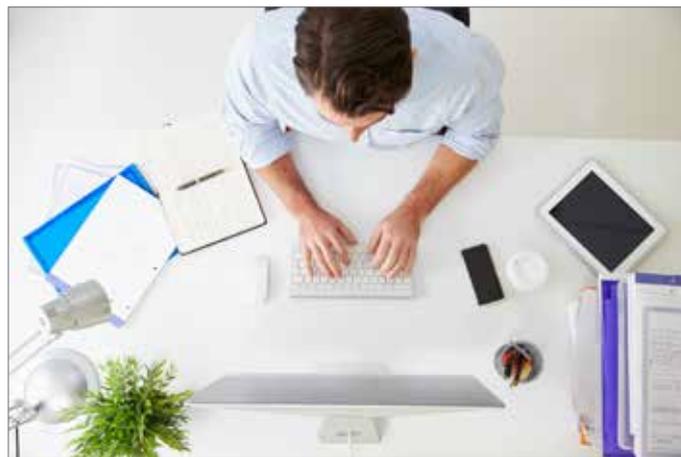
<b>Top of screen</b>	The screen angle should be adjustable between 85 and 125 degrees to the horizontal.
<b>Centre of screen</b>	Minimise screen reflection and glare by using an anti-glare filter.
<b>Bottom of screen</b>	Place a document holder beneath or beside the screen at the same viewing distance as the screen.
<b>Top line of sight</b>	The viewing distance should be between 400 mm and 700 mm.
<b>Bottom line of sight</b>	A relaxed viewing angle is approximately 35 degrees.

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<b>Head</b>	Keep your head erect.
<b>Shoulder</b>	Have your upper arms hanging freely.
<b>Elbow</b>	Have your forearms approximately horizontal.
<b>Above knee</b>	Ensure there is clearance between the lower edge of the desk and your legs.
<b>Below knee</b>	Ensure there is clearance between the front edge of the seat and the lower leg.
<b>Footrest</b>	Use a footrest if needed.
<b>Back of chair</b>	The back support should be adjusted to support the small of your back.
<b>Under chair</b>	Adjust the seat height to suit your furniture and equipment.
<b>Chair legs</b>	Use a chair with a five castor base.

## Desktop layout



Items on your desk, including equipment and resources, should be arranged within easy reach.

Your desk area can be divided into three zones:

- the optimum reach zone – the area closest to you, where your hands operate most of the time
- the maximum reach zone – further away, but still close enough to reach comfortably
- the outer reach zone – where you may have to bend forward or stand to reach items.

Make sure your desk is organised so that frequently used objects, such as your keyboard, are close to you. Intermittently used objects, such as your phone, should be out of the way but still within easy reach. Other resources used less frequently, such as in- and out-trays, should be in the outer reach zone.

## Adjust your equipment and posture

When your posture is poor, you may suffer from aches and pains. Spending a long time in the same position can put stress on your body and this can be made worse if you are in an uncomfortable or poorly supported position. These symptoms may start out very slight, but if you continue to use poor posture they may get worse and become intolerable. They may result in cumulative stress given the constant stress on your muscles, nerves or tendons. When setting up your workstation, you need to make sure your posture will not cause you pain or discomfort. The equipment you use needs to be adjusted to suit your body shape and size, and the tasks you are doing.

You have already looked at adjusting your screen and chair. There are other office tools that can help your posture. These include the following items.

### **Document holders**

Document holders are designed to hold papers and reference material in a convenient position for viewing. Place your document holder in the correct position. If it is below the screen or too far off to the side, each time your eyes look from one source to the other, your pupils have to adjust. Doing this for long periods of time can cause headaches and eyestrain. Place the document holder at a similar level, angle and distance as the screen to avoid having to shift eye focus.

### **Angle boards**

Angle boards allow the user to maintain correct posture when reading, by reducing the angle between the work surface and the vertical posture. Adjustable to a suitable height and angle, these supports enable comfortable reading with the neck correctly positioned. Try to keep your neck as straight as possible when you are reading.

### **Footrests**

A footrest may be necessary if you can't place your feet comfortably on the floor. Footrests allow your feet to rest at the correct height and on a tilting angle, which prevents strain on the lower back.

### **Headsets**

If you use a telephone for long periods of time, it is a good idea to use a headset. A headset will keep your neck straight and your arms free. Headsets prevent you from bending your neck to support the telephone handpiece.

## Monitor environmental factors

Environmental issues in the workplace include lighting, noise control and air quality. If the environment of your workplace is not monitored and controlled, you may suffer from headaches, fatigue, hearing loss or eyestrain.

## Light

Good lighting is essential for a safe and hazard-free workplace. You need to see things clearly to work effectively. Simply shifting the screen slightly, adjusting blinds, altering the brightness settings on the screen and using desk lamps can avoid many light hazards. Try to use natural sunlight if the office layout can accommodate this. If not, keep bulbs and fixtures clean, focus light on your task and use fluorescent lights if possible.

Improper lighting can cause eyestrain and headaches.

Hazards associated with lighting include:

- glare – a computer screen positioned in front of a bright window can be difficult to see
- flickering lights – a fluorescent light may malfunction, causing annoyance, irritation and nausea
- inadequate or dim light – reading in dim light causes eyestrain
- reflections – sunlight reflecting on a screen can make it difficult to read
- shadows – shadows shifting across your work area can cause you to sit with bad posture in order to read your work.

## Noise

Noise can include any annoying or disturbing sound. Excessive noise around heavy machinery or equipment can cause permanent hearing loss. Noise is a problem if it disturbs people, distracts them, interferes with communication, causes people stress or generally interferes with their work.

Many offices are open-plan in design, often with employees seated close to each other and divided by partitions at chest or head height. Think about noise levels when you set up your workstation. It should be possible for people in open-plan offices to have some privacy when they are on the telephone and carrying out their day-to-day activities.

Noise in the office can come from:

- machines (photocopiers, fax machines, printers)
- other equipment (telephones, paging systems, music)
- background noise (lifts, air-conditioning, traffic)
- people talking.

## Noise management

Noise can also be a problem outside office environments, such as on factory floors, at construction sites or near airports. You may have to wear ear protection if you are required to work in excessively noisy areas.



There are many ways that problem noise can be controlled in the workplace. Noisy machines can be put in a separate room or area. Sound-absorbent materials such as carpet and partitions can be installed or arranged to deflect and absorb noise. The volume level on your telephone's speaker can be adjusted.

Remember that noise is only a hazard when it is stopping you from working productively, comfortably and safely. Many people prefer to work with low levels of noise rather than complete silence.

## **Air**

Air-conditioned offices do not have fresh air from open windows. This can cause problems for some people.

Office workers frequently complain of being too hot or too cold. If a person's desk is near an air-conditioning outlet, the area around their desk can be much colder than elsewhere in the office. They can also suffer from dry and itchy eyes. Report such hazards to the relevant person. This situation can usually be corrected by adjusting air-conditioning flow.

## Practice task 1

Here is a checklist to follow when setting up your workstation. Go through the points that are relevant to you and make any necessary adjustments to your work or study space. You may need another person to help you and check your posture. If you are not able to tick some of the checkpoints, change your study space or discuss making alterations to your workstation with your manager.

### Chair

- Is the seat height-adjustable?
- Is it high enough to allow you to sit comfortably over the keyboard?
- Is it stable?
- Does it swivel?
- Is the height of the backrest adjustable and does it tilt backwards and forwards?
- If it has arms, can you still get close enough to the desk and swivel the chair?
- Are your feet flat on the floor, or are you using a footrest?
- Are you sitting up straight with the backrest firm against your back?

### Desk

- Is it large enough to allow the screen and keyboard to be correctly positioned?
- Is it low enough to allow you to keep your forearms horizontal or sloping downwards?
- Is it high enough to allow your thighs to fit underneath it?

### Keyboard

- Can it be tilted to allow you to adjust it?
- Are the symbols on the keys clear and easy to see?
- Is there sufficient space in front of it to allow you to correctly position your arms?

### Screen

- Does the screen have easily adjustable brightness and contrast controls?
- Is the image on the screen stable and flicker-free?
- Are there adjustment mechanisms to allow the screen to be tilted, swivelled or raised to avoid glare and reflections and help you keep a natural and relaxed posture?
- Are you sitting far away enough from it for comfort?

# 1B

## Determine the purpose, audience and method of presentation

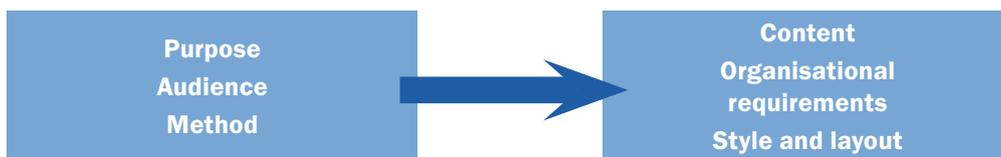
Sharing information is a necessary activity in every workplace. You may have to take part in a staff meeting or read a newsletter, and you will probably present information at some time in your career. Information can be presented in written, graphic or verbal form. You need to be able to communicate in all of these ways.

During this topic you are going to learn how to prepare and produce an electronic presentation.

Before you start you need to determine:

- the purpose of your presentation
- who your audience is
- how you will present the material.

### Presentation planning



The purpose, audience and method of your presentation will influence its content, organisational requirements, style and layout.

Many presentations are made with the input of another person, or created by a team. Sometimes people in the team have specialist abilities and knowledge that needs to be presented at the right time, in a specific format within a presentation. All of these factors will affect your ability to communicate with the intended audience, and the way you choose to present the content.

It's also important that you are aware of any legislation or codes of practice that may apply to the information in your presentation. For example, make sure you comply with privacy laws (using only authorised material) and follow anti-discrimination and ethical principles to be confident your content does not contravene these guidelines. In particular, work with your team to ensure that people with special needs have access to the information. When you are new to presentations, always have your work checked by your supervisor or an experienced colleague to make sure you have complied with relevant legislative requirements.

We will now take a closer look at each one of these factors and how they might influence the way you plan a presentation.

## Purpose

What is your electronic presentation about? You may have been asked to present information on a specific topic, or you may have decided to present something that you believe will benefit your colleagues. Whatever your purpose, make sure you fully understand what your presentation is about. You should be aware of the intended message; that is, what you want your audience to know. Your ability to explain clearly with words, text and graphics determines how clearly your message comes across. Start by writing a precise statement of the purpose of your presentation; for example, 'I have to explain new health and safety regulations to my colleagues'.



## Storyboards



It is often helpful to create a storyboard to help you understand the purpose of your presentation. A storyboard is basically an outline of the major points. It should give a general idea of where text, pictures or charts will go and the order in which you will talk about them. You can quickly sketch a storyboard by hand on paper. Identify items that need to be presented earlier or later in the final presentation. Look for the most logical flow of understanding, or the best impact on the audience and their retention of the information you are presenting – rearranging the flow of your work if necessary.

## Audience

If you take time to get to know your audience, the electronic presentation you develop will be more successful. Find out who your audience is. Simple questions will help; for example:

- Is it an internal or an external client?
- Does the group all come from the same unit/site or do the same job?
- What will they need to do after they have seen the presentation; for example, will they need to practise a task or skill as part of your planning?
- Are there any people with ability or cultural issues that should be considered when delivering the message?
- If known, what sort of presentations worked best for the group previously?

It is also important to find out what level of expertise your audience members have in regard to your subject. If your audience is not knowledgeable about the content of your presentation, and you include fine details and jargon, people may become confused and bored. If you are presenting to an external client, ask your manager for information about them. If you are presenting to an internal client, you could prepare a questionnaire to find out their level of existing knowledge.

## Method of presentation

Whatever presentation method you choose, the way you arrange the information should depend on the situation. It is important the method suits both the purpose of your presentation and the audience. It is important to ensure you will hold the audience's attention and that your information is easy to absorb. You need to consider the most useful method for the audience to receive the information and retain it, rather than assuming it will be enough if they've seen it.

Here are several different ways to give a presentation.

### Face to face

Presenting face to face with an audience, such as at a seminar or a staff meeting.

### Specialist speaker

Engaging a specialist speaker/demonstrator for certain aspects of the presentation.

### Self-running

Choosing a 'self-running' mode, such as a looped video that runs continuously on a TV monitor at an exhibition stand.

### Self-use

Designing a presentation for people to use themselves, such as at a conference or a training session, with activities to assess their understanding of the tasks or material.

### Online

Setting up the presentation on the internet or the organisation's intranet. This enables you to record the identity of the user/participant and acts as a method of tracking and ensuring information has been accessed by relevant participants.

## Practice task 2

Read the case study, then answer the questions that follow.

### Case study

Kate works as an office administrator in a large organisation. Her manager asked her to prepare an electronic presentation for external clients to explain upcoming projects. The clients were to view the presentation at a board meeting.

Kate assumed the clients already knew a lot about this topic and focused instead on the financial details of each project, including forecasted profits. She also used information that had not been confirmed by management and should not have been included. To present this information, Kate decided to set up a computer in the boardroom. The clients were to look at this individually when they had time.

On the day of the board meeting, Kate found out the clients had no prior knowledge of the future projects and wanted a broad overview. She also discovered that most of the clients didn't know how to run the presentation themselves.

1. What should Kate have confirmed before producing the presentation?

2. What are the consequences of Kate's poor planning?

3. What content would have been more suitable for Kate's audience?

4. What method of presentation would have been more suitable?

5. Why do you have to understand the purpose, audience and method of presentation before designing an electronic presentation?

# 1C

## Identify the presentation requirements

Presentation requirements refer to the many documents and equipment that may be used to prepare for and deliver an electronic presentation within your organisation. You will most likely use a computer or laptop, monitor, keyboard and mouse to deliver an electronic presentation; however, you are also likely to need other types of business equipment – as outlined below.

### Equipment used in presentations

1

#### Data projector or display monitor

A digital projector can be attached to a computer or tablet to project the computer or tablet display onto a larger screen. A data projector is commonly used for PowerPoint presentations but it can be used to display almost any digital multimedia. Many variations on using the data projector concept are emerging, given it is becoming common to use a large digital television display monitor instead of a projector. Likewise the connectivity to a projector or television may not be by direct cabling but may be through a local area network, Wi-Fi network, internet or other wireless technology such as Apple TV. The use of this display technology offers many advantages but it always requires that the equipment is tested before the presentation and that the presenter is competent in using it.

2

#### Electronic smart boards

Electronic smart boards are an extension to the concept of data projectors except that they allow the presenter to interact with the display board. For example, if a computer screen was being displayed onto a smart board, the presenter could touch the board to operate the computer functions similar to how they would use a mouse. An extension to this is the use of electronic pens, which provide the added functionality of using the smart board as a white board.

Smart boards can also be connected to users in a variety of ways, in particular the image and actions presented can be shared across a wide area network with a variety of users.

3

### **Digital pointer or annotation pen**

When presenting information you might want to draw attention to an important point within a single screen. A hand-held digital pointer can do this. You can shine it on the display screen to emphasise a certain area.

PowerPoint and a variety of other computer and tablet applications are now providing freehand annotation tools that allow the presenter to write on each presentation slide during the presentation. This can add or draw attention to existing information. Some tablet based applications can also make provision for the audience to annotate presentations as a mechanism of audience engagement.

4

### **Sound equipment and visual monitors**

Audio speakers are often required even in smaller rooms, particularly if your presentation has a video clip or uses sound effects. Sometimes in a large venue it is necessary to install a background screen or extra screens around the room so that all participants can see a visual display clearly (without straining) by looking towards a stage area.

5

### **Network/Internet access**

To illustrate certain points you can provide a hyperlink to an interactive presentation for participants' use. This may require you to arrange (with your information technology department) for special access to data and logon privileges, and to be sure you are not breaching any privacy issues regarding data that will be displayed.

Further to this, there is a wide variety of presentation technology which requires either cabled, Wi-Fi or mobile broadband networks to operate. The use of wireless technology is now common for transmitting all features of presentations including text, imagery, video and audio components.

6

### **Microphone/lapel microphone**

A lapel microphone can be used for the speaker if they are not using a lectern and standing in one place while they present information. You may also consider the use of a hand-held microphone to help the audience participate fully. Assistants can be organised to minimise delays and avoid reducing the impact of the session.

**7****Speaker notes and handouts**

Having a hard copy of the presenter's notes, internet documents or audience handouts can add value to an electronic presentation.

You may have to write speaker notes or handouts for a presentation that you are giving. Speaker notes are thumbnail sketches of each slide to be displayed. They help the presenter remember the important points on each slide. This helps the verbal presentation run smoothly.

The audience may also require handouts to repeat or add to information from the presentation. The audience will not remember everything from a presentation, so handouts are useful, particularly if the presentation is about something the audience needs to remember. Handouts can be formatted in a variety of ways and can contain your notes and a space for the audience to add their own notes. They might include an outline of your presentation, or information that is useful but not important enough to put on a slide.

Handouts can also be provided in digital format either before or after the presentation. With the advent of smartphones and tablets, many people consider an electronic version to be preferable as it reduces paper usage and is easy to store and access from a mobile device.

### Practice task 3

Decide which of the following statements are true (T) or false (F).

1. Large television displays can be used to project the content of a computer screen.

2. An electronic smart board can allow the presenter to interface with the computer.

3. An electronic smart board cannot be used across a wide area network.

4. A data projector can be attached to a computer wirelessly.

5. Tablets can be used for presentations as effectively as computers.

6. A digital pointer or annotation pen can be used to draw the audience's attention to main points.

7. Speaker notes and handouts can only be supplied in print-based format.

8. Presentation equipment is simple to connect to a computer as they all use the same connection cables.

9. There is no need to test presentation equipment beforehand, as it is all relatively easy to use.

# 1D

## Use conservation techniques

The use of resource conservation technique to prevent wastage should be a consideration in the workplace. Most organisations require staff to follow resource-saving procedures such as turning off lights in unused rooms and recycling paper. You need to be aware of any conservation efforts made by your organisation.

### Organise your work

Having a well-planned workstation and comfortable surroundings is pointless if you don't organise your work in a way that prevents discomfort or pain. Make sure you plan your daily tasks so that you aren't doing repetitive work for long periods of time. Make sure you take rest breaks and exercise regularly.

Positive work organisation includes:

- a mixture of repetitive and other activities
- rest periods
- exercise breaks.

### Vary your activities

Your work role may involve several different tasks. Some tasks may be repetitive, such as typing up reports or entering data. If you are able to vary the tasks you carry out each day, this will help prevent repetitive actions that cause stress to your body. For example, if you have to enter a lot of data, break up the repetitive nature of the task by discussing a project with a fellow worker, collecting some research from the internet or doing another constructive workplace task you are responsible for. Workflow should be designed to reduce the repetitive tasks given to particular people.

### Take rest periods

All employers need to provide rest periods for employees. Rest periods include tea breaks and lunch breaks. During the working day everyone needs to sit down, breathe easily, relax and take time to think about something other than work.

### Have exercise breaks

When working with a computer, you should have short breaks at regular intervals to combat stress and prevent pain and discomfort. As discussed previously, using computers for too long without breaks has been associated with back and neck pain, headaches, migraines and eyestrain.



Try the following exercises several times a day, and encourage others around you to try them. Make sure you are relaxed and stretch gently, without overstretching. Stop if you feel any pain or discomfort, and remember to exercise both sides of your body. Most importantly, breathe deeply and evenly throughout the stretch.

**Neck**

Turn your head gently to look over your right shoulder. Hold for 10 seconds. Now roll your head forward to look over your left shoulder and hold for 10 seconds. Repeat several times.

**Shoulders**

Sitting with a straight back and neck, roll your shoulders forward, then back. Repeat several times.

**Wrists, hands and arms**

Interlacing fingers, turn palms upwards. Now lift arms over your head and stretch, leaning gently to the left and then to the right. Repeat movement several times.

**Upper and lower back**

In a standing position place hands in the small of the back. Gently arch back and hold for 10 seconds. Repeat when needed.

**Shoulders and arms**

Stretch your arms above your head, cradle your elbow with your hand and gently pull your elbow behind your head. Repeat on the other side, holding the stretch for 10 seconds.

**Eyes**

Every 20 minutes, look away from the screen. Focus on a distant object (more than three metres away).

## Work without stress

Here are some tips for working without stress.

### Tips to help minimise stress

- Adjust your chair and desk to suit your body.
- Position your screen to suit your posture.
- Adjust other equipment for safe and comfortable use.
- Reduce excess noise.
- Ensure you have adequate light.
- Arrange your desktop so you can access things easily.
- Take regular breaks from your work.
- Frequently rest your eyes.
- Do stretching exercises.
- Vary your tasks.

## Practise conservation techniques

Conserving resources at work benefits not only the organisation by reducing costs, but also the planet by reducing greenhouse gases and the amount of waste sent to landfill. Most organisations have policies and procedures for conserving resources. You can find out what these are by reading your workplace manual or asking your manager or colleagues.



Ways to conserve resources at work include:

- minimising paper wastage
- reducing energy use.

## Minimise paper wastage

Wasting paper costs organisations and the planet a great deal. Consequently, many organisations have developed policies for paper usage. These include:

- using both sides of the paper when photocopying
- recycling non-confidential waste paper in recycling bins
- storing email messages in an electronic folder instead of printing
- reducing the volume of printing where possible
- reusing paper by using blank sides for rough drafts and reusing folders and files
- using recycled paper or paper from plantation timber for printed documents
- using a recycling service to collect waste paper.

## Example: office paper

Using the following statistics, consider how many trees are used for office paper.

How many trees are used to produce paper?

- One ton of uncoated virgin (non-recycled) printing and office paper uses 24 trees.
- One ton of 100 per cent virgin (non-recycled) newsprint uses 12 trees.
- One ream (500 sheets) of paper uses six per cent of a tree.
- One tree makes 16.67 reams of copy paper, or 8,335 sheets.
- One carton (10 reams) of 100 per cent virgin copier paper uses 60 per cent of a tree.
- One ton of coated, non-recycled higher-end magazine paper (used for high quality photographic magazines) uses more than 15 trees.
- One ton of coated, non-recycled lower-end magazine paper (used for news magazines and most catalogues) uses nearly eight trees.

The statistics in this example are based on US short tons (2,000 pounds), not metric tonnes.

Source: [www.conservatree.com](http://www.conservatree.com)



## Minimise energy use

Wasting energy also costs organisations and the planet a great deal. Many organisations have developed policies and procedures to save energy. These include:

- providing training programs on smart energy practices so that employees can practise energy efficiency
- turning off equipment when not in use
- using power-save functions for equipment
- refilling toner and ink cartridges from printers.

## Resource conservation

Here are some tips for practising conservation.

### Resource conservation tips

- Use the power-save function on printers when they are not in use.
- Print and copy on both sides of the page, where possible.
- Use recycled paper (paper used on one side) in the photocopier and printer for rough drafts.
- Use recycled paper for telephone messages.
- Place a recycling bin near the photocopier.

### Practice task 4

Look at the following statements and decide whether they are true or false.

1. Screen savers save energy.

2. Turning off computers crashes the hard drive.

3. Refilled toner or ink cartridges leak everywhere and make an incredible mess.

4. Putting computers into sleep mode when they are inactive saves energy.

5. Printing and filing all documents in hard copy does not put a high demand on resource consumption.

## Summary

1. The aim of ergonomics is to reduce the risk of injury by applying safe work practices.
2. Your work environment can be organised in accordance with ergonomic requirements by adapting workstations, tools and equipment to meet your needs and ensure a safe, comfortable and productive work environment.
3. When preparing an electronic presentation, you need to understand the factors involved in planning including the purpose, audience and method of presentation. All these factors influence the content, organisational requirements, style and layout of the presentation.
4. Organise your work program to ensure you have a balance of repetitive and other activities, regular rest periods and exercise breaks.
5. Conserving resources in your workplace reduces costs and benefits the planet by reducing greenhouse gases and the size of landfills. This can be achieved by minimising both paper wastage and energy consumption.

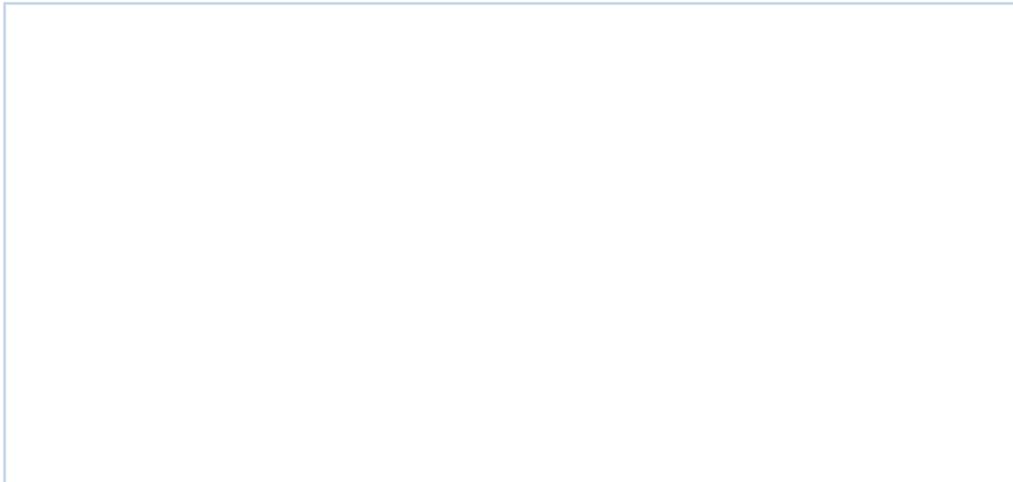
## Learning checkpoint 1

### Prepare to create a presentation

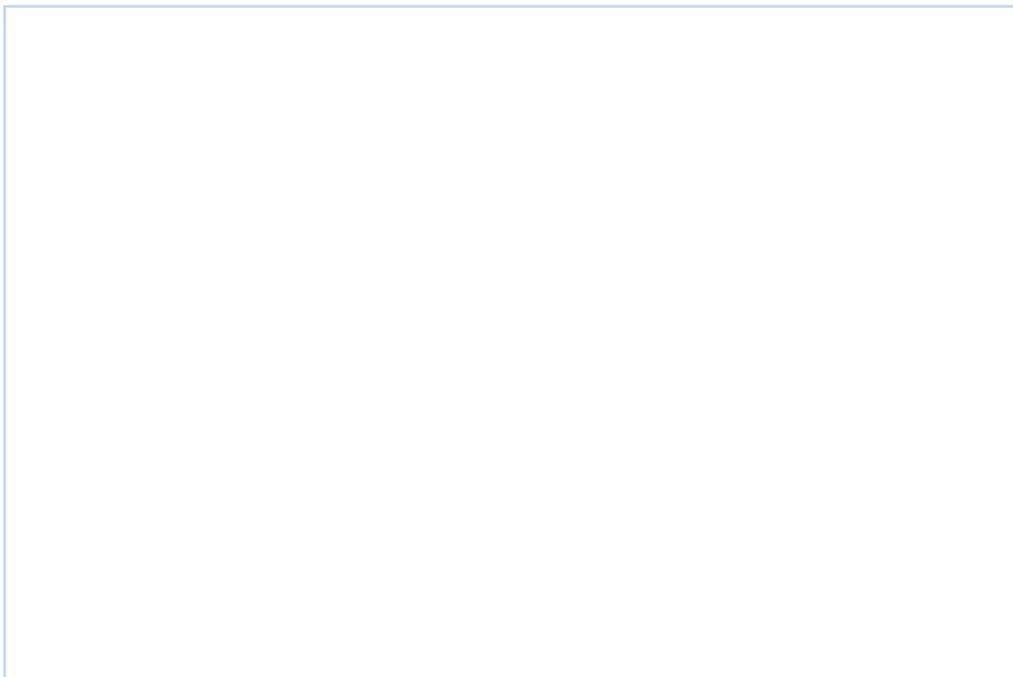
This learning checkpoint allows you to review your skills and knowledge in preparing to create a presentation.

#### Part A

1. List reasons why a person may suffer physical discomfort when spending a lot of time at a workstation.



2. For each reason you have listed above, describe a solution that could relieve physical discomfort.



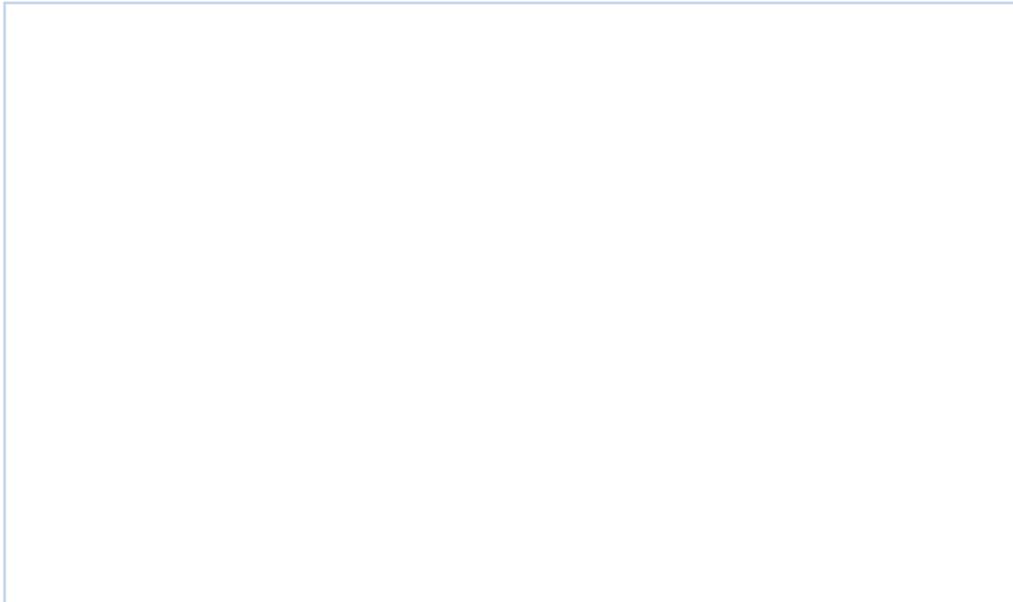
3. Describe four types of office equipment you could use to help your posture in the workplace. Explain the benefits of each piece of equipment.

4. This chapter discussed two ways of conserving resources in an office environment: minimising paper wastage and minimising energy use. Using this table, list as many conservation techniques as you can think of, that is, not just the ideas listed in the chapter. Find at least four more ways of conservation for each category below.

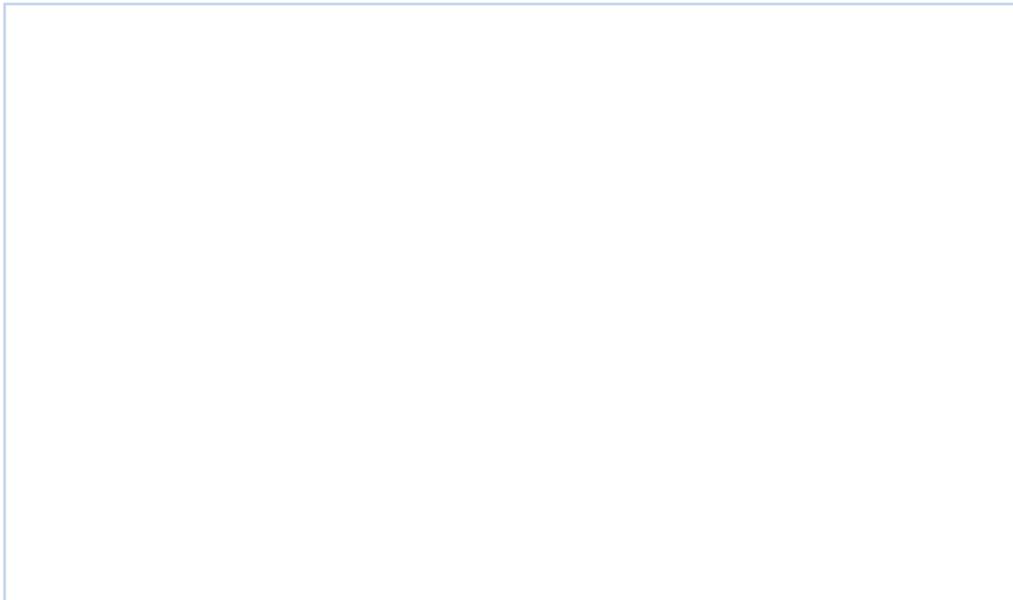
Minimising paper wastage	Minimising energy use

5. Research an organisation or summarise how your workplace manages wastage of paper and energy.

a) Are its methods to avoid waste thorough and efficient?



b) List as many ways as you can think of for your organisation to improve its paper and energy conservation.



6. Read the case study, then answer the questions that follow.

### Case study

Angelina works as an administration officer. Her main tasks are reception duties, word processing, handling the mail and filing. Most days Angelina's manager gives her urgent work in the afternoon that needs to be completed that day. Her time lines are always very tight and she often finds that she has to work during her lunch hour and for an extra half hour in the evening. She is always exhausted and is becoming stressed.

To make matters worse, Angelina finds that work is often just dropped on her desk, which makes her desk disorganised and difficult to use. She can't alter her chair and there is glare coming from her monitor. She often leaves work with a headache and a backache.

a) List all the unsafe work practices Angelina experiences.

b) For each of the unsafe practices you have listed in the question above, describe a solution.

- c) Describe why work organisation and ergonomics lead to better employee health.

## Part B

Are the following statements true or false? Tick the relevant column beside the statement.

	True	False
The purpose, audience and method of your presentation will have an impact on the content, organisational requirements, style and layout of the presentation.		
If you know how to use an overhead projector, then you will know how to use a data projector.		
Having a hard copy of the presenter notes or audience handouts can add value to an electronic presentation.		
During your day you should carry out a variety of tasks to prevent repetitive actions causing undue stress on your body.		

*continued ...*

... continued

The level of expertise your audience members have in the subject you are presenting is irrelevant to the content you provide in your electronic presentation.		
The audience will not remember everything from a presentation, so handouts are useful, particularly if the presentation is about something the audience needs to recall.		
A data projector is commonly used for PowerPoint presentations.		
Using computers for too long without breaks can contribute to backaches, neck ache, headaches, migraines and eyestrain.		
Minimising paper and energy usage in the workplace is only the responsibility of the managers.		
You need to understand legislative requirements to be confident your presentation complies with privacy and anti-discrimination laws and ethical principles.		

## Part C

Select the correct answers for the following questions.

1. Which of the following are ergonomic concerns?
  - a) Environmental noise
  - b) Indoor air quality
  - c) An uncomfortable office chair
  - d) All of the above

2. True or false: If no pain is noticed while you are doing repetitive tasks, then you do not have to worry about cumulative stress.

3. True or false: Leaning forward while sitting can put stress on your back and may lead to back pain.

4. Cumulative stress disorders may result when:

- a) you fall off your bike.
- b) repeated stress is placed on tendons, nerves and muscles.
- c) you are exposed to toxic gases for harmful periods of time.

5. If your wrists are at an uncomfortable, odd angle when typing, you should try:
- a) raising/lowering your chair until your wrists are at a comfortable angle.
  - b) raising your shoulders until your wrists are at a comfortable angle.
  - c) putting the keyboard in your lap.

6. True or false: People who work in offices don't have to worry about workplace health and safety.

7. True or false: It is better to pound the keys when typing than to use a light touch.

8. Sick Building Syndrome is caused by:

- a) improper lighting.
- b) excessive noise.
- c) poor indoor air quality.
- d) all of the above.

9. It is best to position your monitor so that:

- a) you have to lean forward to clearly see the text.
- b) you can see overhead lights reflected on the screen.
- c) you can clearly read the text without leaning forward, twisting your neck, or looking too far upwards.

10. True or false: The best position for a document holder is below and to the right of the monitor.

---

## Topic 2

# Create presentations

The electronic presentation you prepare may need resources such as transparencies, an overhead projector or a data projector. You may also have to prepare slides, notes or handouts. These may need to be designed to specific organisational style requirements; for example, using the corporate logo and colours.

You will use a software application to develop an electronic presentation. This means understanding the functions of the software and how you can best use its features for visual impact and emphasis. When designing a presentation, you need to work within designated time lines to ensure the work is ready when it is needed; for example, to meet a client's requirements or be ready for a conference deadline.

The operating system used in this unit is Microsoft Windows 7, and the software used is PowerPoint 2013.

In this topic you will learn how to:

- 2A Understand organisational style requirements
- 2B Use software functions
- 2C Balance presentation features
- 2D Use advanced software features
- 2E Work to a time line

# 2A

## Understand organisational style requirements

When creating an electronic presentation, speaker notes or an audience handout, you need to be aware of your organisation's preferred style. There may be particular requirements you have to follow. For example, you may have to include the company's logo in the top left-hand corner of the slide, or use the company's corporate colours. The organisation may require specific music or a video clip to accompany the presentation. Many organisations require a particular look for the material they produce. By using the company logo, company colours and a specific design layout, they create a consistent and professional image that is instantly recognisable to clients.

Companies often have a range of different logos and variations on the designs for specific purposes, or for special areas of their company's activities. If they have a marketing or marcomms (marketing and communications) department, this will normally be where you check which style is appropriate for use in a particular circumstance. Style can also relate to sounds, music and overall content. All of these must align with the chosen corporate image and create a clear message to the audience about company values.



### Example: organisational style

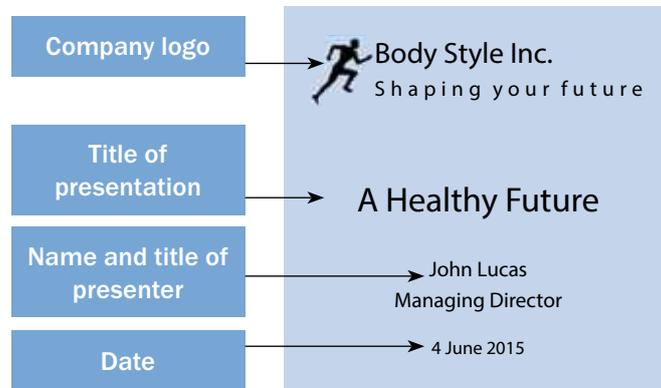
Find out whether your organisation has a preferred style for overheads and slides. Many organisations have a template for creating electronic presentations. The following example outlines the electronic design requirements of an organisation called Impact.

Design requirements for Impact:

- One heading per slide
- All headings to be Arial and all text to be Times New Roman
- All headings to be bold and in font size 24
- All text to be in font size 16
- Use square bullet points
- Use three bulleted points per slide
- Use no more than two fonts

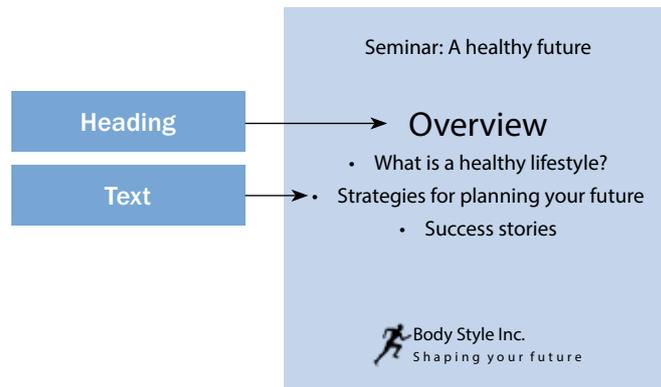
## Example: introduction slide style

The following example shows the information required by an organisation for an introductory slide.



## Example: presentation slide

The following example shows the information required by an organisation for a presentation slide.



## Avoid distractions

If your electronic presentation is too busy, it can distract your audience from the content. Try to keep the presentation clear and concise and easy to view and listen to.

If the content of your presentation is 'heavy going' for your audience, it can help to break it up with the occasional light-hearted slide, such as a cartoon relevant to the subject being delivered, a photograph or an amusing quote.

Distractions may include:

- heavy colour
- not enough colour contrast between the main text and the background
- irrelevant animation of words or illustrations
- irrelevant illustrations
- multiple transitions either within a slide or throughout the whole presentation
- overly busy or dominant backgrounds
- overuse of sound
- too many words or pictures per slide
- too many small or varied fonts.

## Practice task 5

Explain why organisations set style and layout guides for electronic presentations.

Consider style elements such as:

- company logos
  - bullet points
  - date and header location.
-

## 2B

## Use software functions

You are now going to learn how to prepare an electronic presentation. You will need to have access to a computer and Microsoft PowerPoint. The operating system used in this unit is Microsoft Windows 7 and the software is PowerPoint 2013. To design your presentation you need to develop an understanding of the software functions and features of PowerPoint; that is, what the program allows you to do. This will enable you to prepare a presentation that has a consistent style and visual impact.

In this part of the unit you will:

- create a slide show
- apply a design template
- add content
- write or draw on slides
- apply a style
- create handouts and speaker notes.

### PowerPoint functions

PowerPoint uses slides to build an electronic presentation. A slide is a single frame in a presentation and a presentation comprises a group of slides. Before you start to design your presentation, you should become familiar with the names of some of the PowerPoint functions. Look at the functions and descriptions outlined here.

#### Placeholders

Boxes with dotted lines that appear when you create a new slide.

#### Slide Master

Allows you to change the style of text and have the style reflected throughout the whole presentation.

#### Notes Master

Allows you to create notes when working on your presentation.

### **Importing**

Allows you to import information from other applications such as Word or Excel, as well as images or graphics.

### **Handout Master**

Allows you to create handouts to go with your presentation.

### **Colour schemes**

A selection of background colours that you can apply to your presentation.

### **Templates**

Templates contain colour schemes and text formatting to design a presentation with a particular look. You can alter the colours and text formats chosen within the template itself to customise these.

### **Hyperlinks**

Allows you to create a link in the presentation to a place within that same presentation, or to another software file (for example, Word) or website.

## **Plan your presentation**

As previously discussed, you need to plan your presentation before you begin. This means working out the purpose, audience and presentation method.

Then you need to prepare the content of your presentation. The best way to do this is to create a storyboard to help you map out the information you are going to present.

Here are the steps that are required to plan a presentation.

**Purpose**

What is your presentation going to be about? If you are in the workplace, discuss this with your manager. You need to identify a subject that is useful to your organisation. If you are not in the workplace, choose any topic. For example, you could prepare a presentation about where you live, your favourite country, your pet or a football team. Make sure you discuss this idea with your tutor before you start.

**Audience**

Decide on an audience for your presentation. It may include colleagues at work or fellow students. If you are a distance student, your audience might include family members or friends. When considering your audience, decide how much they already know about the subject you have chosen. This will dictate the simplicity or complexity of the content of your presentation.

**Method of presentation**

Unless you decide on an alternative method with your manager, you will show your presentation in front of an audience. You will need to design speaker and handout notes.

**Storyboard**

A storyboard is basically an outline of the major points of your presentation. It should give a general idea of where text, pictures or diagrams will go and the order in which you will talk about them. To create a storyboard, you first need to decide on an outline for the main points you want to develop in your presentation. Once you have done this, decide how many slides will be needed for each main point. Also, remember to include an introductory and conclusion slide.

**Example: presentation outline**

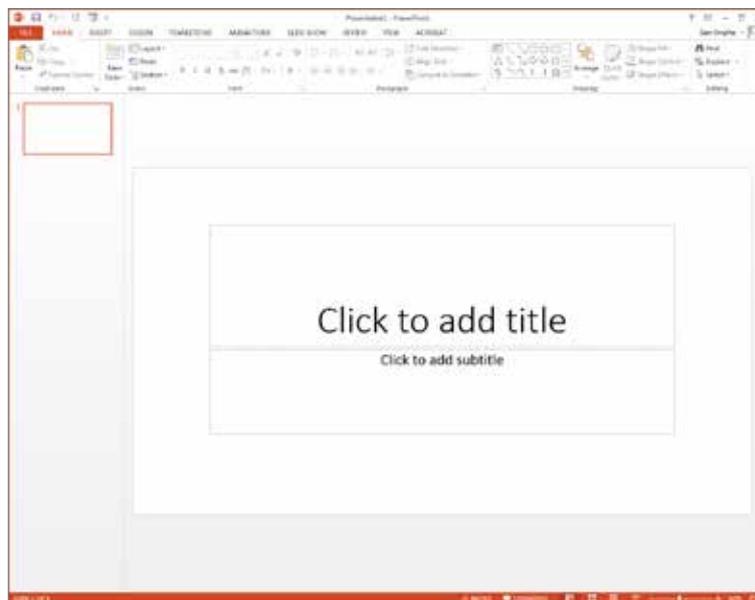
Consider the next example of a presentation outline.

Outline for electronic presentation	
<b>Slide 1</b>	Title page with graphic
<b>Slide 2</b>	Introductory page, bullet points for 3 major topics
<b>Slides 3–5</b>	Content for topic 1
<b>Slides 6–8</b>	Content for topic 2
<b>Slides 9–11</b>	Content for topic 3
<b>Slide 12</b>	Conclusion

## Create a slide show

The next step is to use PowerPoint to create a slide show for your presentation. Follow these steps.

1. Open PowerPoint.
2. Select a layout for your slide from the selections using **Layout** in the Slides group. The option below is for a title and subtitle to be used. Alternatively you may select a title and content slide or a blank one to commence with. The rectangular areas on the slide are called placeholders. These are used to hold text and graphics or to import information from other applications such as Word or Excel. To add content, simply click inside the placeholder and enter the text you want.



3. To add the remaining slides that you need for your presentation, click **New Slide**. Under the **Design** tab on the ribbon choose, one by one, the slides best suited to the content you have written.
4. Save your presentation using a suitable name.

## Apply a design template

When you create a template you create a file (.potx) that captures any customisations that you make to a slide master, layout and theme combination. Templates store design information that you can apply to a presentation to consistently format the content on all slides.

Below is an example of a template.



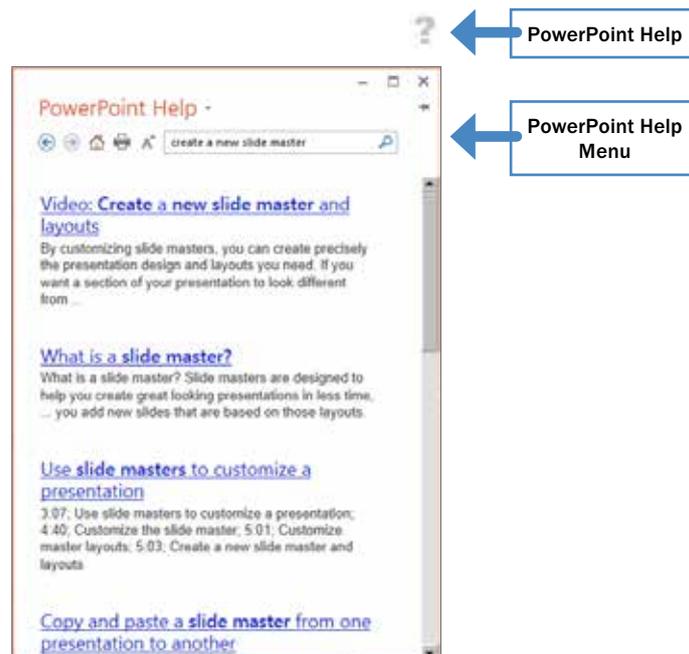
This template contains placeholder content 'Contemporary Photo Album'. It also contains formatting, colour, background and layout features.

Each template contains a slide master that must have at least one layout (but can contain more) for you to use in a presentation. While the preceding template was created by a designer, you too can create a template by creating one or more masters, adding layouts, and then applying a theme.

## Create a template

Use the following steps to create a template of your choice.

Go to the **Design** tab. If you want to use a default slide master, choose one from the designs shown at the top of the screen. If you want to add another slide master or create a new slide master, refer to PowerPoint Help by clicking on the question mark symbol (on the top right of your window) and select relevant topics following the instructions provided.



Note: The PowerPoint Help menu has a search feature, so you may type in your questions to find relevant topics and assistance.

Apply a layout by using the standard layouts that are built into PowerPoint 2013. If you want to customise your layout, see Layout in the help menu.

1. Go to the **File** tab, and then click **Save As**. Choose where you want to save the file.
2. In the **File name** box, type a file name, or do nothing to accept the suggested file name.
3. In the **Save as type** drop-down menu, click **PowerPoint Template**, and then click **Save**.

## Background styles

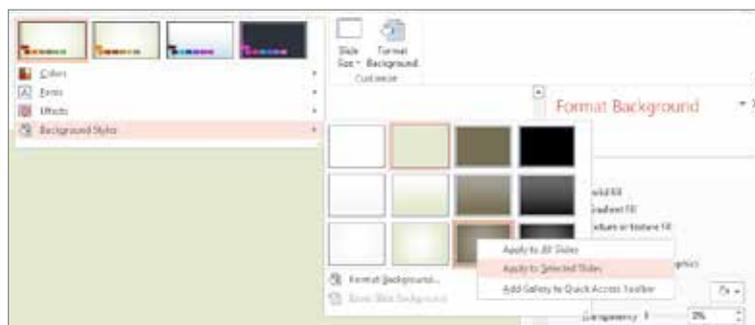
Background styles are background fill variations from different combinations of theme colours and background intensities in the current document theme. Theme colours, theme fonts, and theme effects make up a theme background. A theme may be applied to a file as a single selection.

Click on the relevant slide to add a background style to your presentation. To select multiple slides, click the first slide and then press and hold **Ctrl** while you click the other slides.

1. On the **Design** tab, in the **Variants** group, click the arrow, the drop-down menu for Colors, Fonts, Effects and Background Styles will appear. Go down to Background Styles.

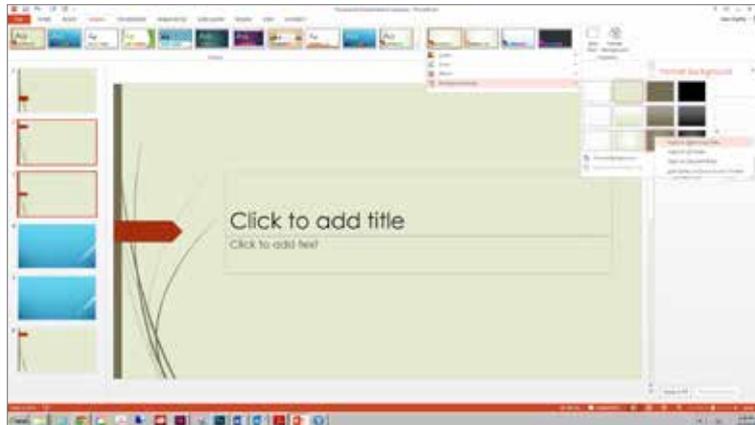


2. Right-click the background style you want, and then do one of the following:
  - To apply the background style to the selected slides, click **Apply to Selected Slides**.



- To apply the background style to all of the slides in your presentation, click **Apply to All Slides**.

- To replace the background style for the selected slides and any other slides in the presentation that uses the same slide master, click **Apply to Matching Slides**. This option is available only when your presentation contains multiple slide masters.



## Add content

The next step is to add the content of your presentation. Refer back to what you did in Practice task 5 and follow these steps.

1. Open your presentation in the **Home** view.
2. Go from slide to slide by clicking on the slide thumbnails to the left of the pane.
3. Click on your title slide. Click inside the placeholders and add the title and subtitle of your work. If you have chosen to use a title page with a graphic, select a suitable graphic via the **Insert** tab to import clip art, smart art, a chart, a picture or a photograph. There are various options available for importing images and graphics. Take some time to explore the options available. You can be very creative and have some fun learning how to do this.
4. Go to each of your slides by clicking on the thumbnails and add the content that you developed earlier.
5. View your presentation by going to the **Slide Show** tab, then click **From Beginning**. In this view you can see the slides as they will appear in your presentation. To move from slide to slide, press **Enter**, or just left-click your mouse.
6. If you want to change the sequence of your slides, use **View, Slide Sorter**. This view allows you to see all your slides at once. You can click on and drag slides into a different sequence.
7. Save your presentation.

Here is an example of a slide displaying a title, content, graphics and a standard design template.



## Write or draw on slides

When you are running a presentation you might like to circle, underline, draw arrows or make other marks on the slides to emphasise a point or show connections. To write on slides during your slide show, do the following:

1. In **Slide Show** view, from the Start Slide Show group, click **From Beginning** to start your presentation. Right-click the slide that you want to write on, point to **Pointer Options**, and then click a pen or highlighter option.
2. Hold down the left mouse button and drag to write or draw on your slides.



3. Change the pen colour by right clicking the mouse and selecting **Pointer Options, Ink Color**. Select a colour of your choice.
4. To remove some or all of the ink or highlighter, right-click the slide and go to **Pointer Options** to select either **Eraser** or **Erase All Ink on Slide**. From here you may also select **Screen** and **Show/Hide ink markup**.
5. To turn off the pen or highlighter, resume the pointer and continue advancing through your presentation, right-click the slide, go to **Pointer Options** and click **Arrow**.

## Styles

Once you have added the content to your presentation, you may need to apply a style. This will ensure the format is consistent throughout the whole presentation.

To apply a style, you must use the Slide Master. The Slide Master is similar to a template. It allows you to choose a style and format the text. These choices will be reflected throughout the whole presentation.

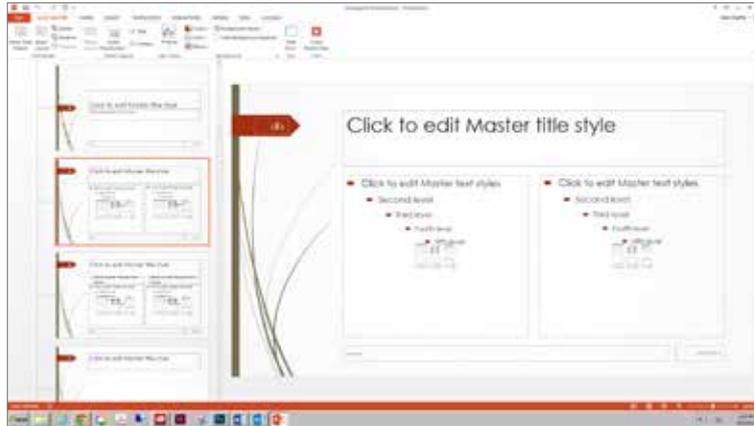


You can also modify the header and footer on the Slide Master to include text, slide numbers and the date and time. There are placeholders for all of these elements. These changes will also be reflected throughout the whole presentation.

## Apply a style

To apply a consistent style to your presentation, follow these steps.

1. Open your presentation in **Normal** view.
2. Select **View, Slide Master**. You should see a screen similar to the following. Whatever formatting you apply to this slide will be reflected throughout your whole presentation.
3. Inside the placeholder, click **Click to edit Master title style**. Choose formatting to suit your title from the formatting toolbar. By hovering over a WordArt style you can see what the impact of the style will be on your title. This title will be on your title slide and will also be the heading on all subsequent slides. Select a WordArt style.
4. Inside the placeholder, click **Click to edit Master text styles**. Choose formatting to suit your text from the formatting toolbar. If you have written different levels of text, choose formatting to suit all levels.
5. To view your choices select **View, Normal**. If you are unhappy with your choices, go back and alter them.
6. To add footer information select **Insert, Header and Footer**. Select **Slide**.
7. Check **Date and time** checkbox.
8. The **Update automatically** button will be selected. This will make sure that the date and time on your presentation is always correct.
9. Check the Footer checkbox and click inside the **Footer** to add a suitable footer for your presentation. Click **Apply to All**.
10. View your new style by going to the **Slide Show** tab.
11. Close your presentation.



## Create handouts and speaker notes

PowerPoint also allows you to create audience handouts and presenter speaker notes that can be viewed, edited or printed along with a presentation. Handouts are basically thumbnails of slides printed together on a sheet of paper. Speaker notes can be developed for the presenter. They are meant to aid the oral presentation and are used to support the slides. Handouts and speaker notes can be customised to suit specific requirements; for example, headers and footers can be added.



## Create handouts

Earlier, you used the Slide Master to make the style of your slides consistent. You are now going to use the Handout Master to add information to your handouts. This will then be reproduced on all of the handouts in your presentation. The information you add using the Handout Master will only appear on your handouts, not on your slides.

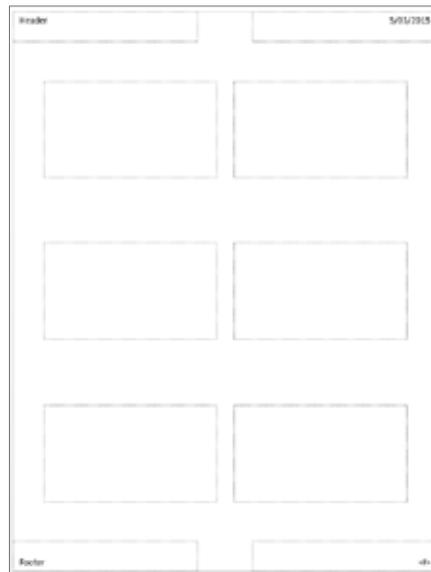
Follow these steps.

1. Go to the **View** tab and select **Handout Master**. You will see a template displaying blank outlines of your slides.
2. Within the Handout template area there are four editable regions (on the four corners of the page). These include:
  - Header Area
  - Footer Area
  - Number Area
  - Date Area.
3. Click on the **Header Area**. The placeholders will be displayed.

4. To see more clearly, select **100%** from the zoom function on your bottom right-hand toolbar.



5. Enter a suitable header for your presentation. Enter information in the **Date**, **Footer** and **Number** areas.
6. The information you have entered on the Handout Master will appear on all handouts you print for your presentation.
7. Save and close your presentation.



## Create speaker notes

If you add speaker notes to your PowerPoint presentation, you will be able to deliver the presentation smoothly, without worrying about forgetting the main points. If you use the Notes Master, you can add header and footer information to your notes as you did with the Handout Master.

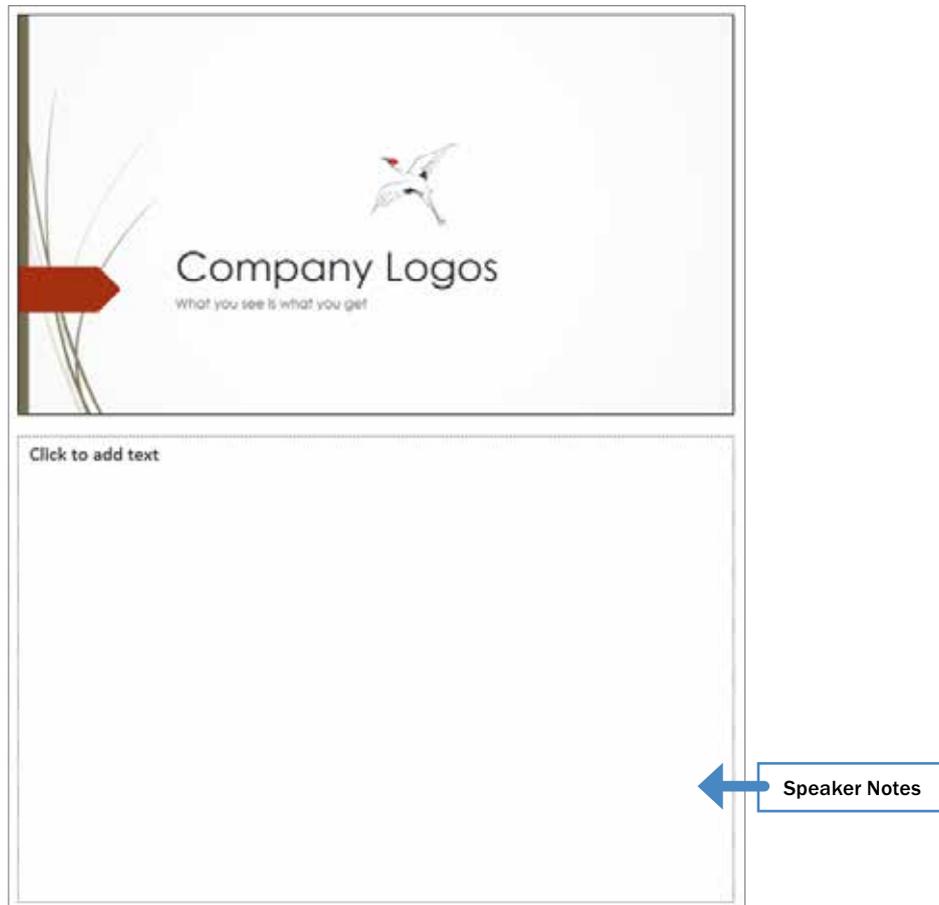
For the purpose of this exercise, you are going to add notes to individual slides to help with the verbal presentation of your work. Before you begin, you need to decide which slides need notes.

Follow these steps.

1. Open your presentation in **Normal** view. Decide which slides you would like to add notes to.
2. From **View** select **Notes Page**.
3. To see your notes more clearly, select **100%** from the zoom function on your bottom right-hand toolbar.



4. Click the text placeholder and begin typing your speaker notes.
5. Save your work. You will print out these speaker notes in Topic 3.



## Practice task 6

You are going to create an outline for your presentation and then develop the outline into a storyboard. Keep your presentation to 12 slides or fewer. Sketch or word process your work. Follow these steps.

- Create an outline. Decide how many slides you will have and what content will be dedicated to which slide. Use the previous example to help you.
- Create a storyboard. Write the content for each slide.

## 2C

### Balance presentation features

PowerPoint also has features that allow you to add visual impact and emphasis to the content of your presentation. It is important to find the right balance of these features. You don't want to distract or take away from the important information in your presentation.

Before you start adding features to your presentation, you should become familiar with some of their names.

Look at the following presentation features and descriptions.

#### Transition

This controls the way slides are presented. For example, they might enter from the left to the right or from the right to the left.

#### Animation

This defines how content on the slide is presented. For example, text can fly into or dissolve on the slide.

#### Graphics

Pictures can be added to slides using Clip Art or by scanning photographs or other pictures into the computer.

#### Timing and pace

You can automatically control the transition time between each slide.

#### Music, sound and video

Video and audio files can be added to enhance a presentation.

## Apply transitions

Slide transitions are the animation-like effects that occur in Slide Show view when you move from one slide to the next. You can control the speed of each slide transition effect, and you can also add sound.

PowerPoint includes many different types of slide transitions, including:

- no transition
- blinds vertical
- box out
- checkerboard down
- comb vertical
- blinds horizontal
- box in
- checkerboard across
- comb horizontal.

## Add the same slide transition to all of the slides in your presentation

1. On the **Home** tab, click a slide thumbnail (you need to be in Normal View for this to work).
2. On the **Transitions** tab, in the **Transition to This Slide** group, click a slide transition effect.
3. To set the slide transition speed, in the **Timing** group, click the arrows next to **Duration**, to increase or decrease the speed.
4. In the **Timing** group, click **Apply to All**.



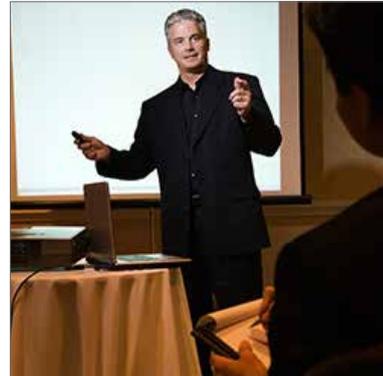
## Add different slide transitions to the slides in your presentation

1. On the **Home** tab, click a slide thumbnail.
2. On the **Transitions** tab, in the **Transition to This Slide** group, click the slide transition effect that you want for that slide.
3. To set the slide transition speed, in the **Timing** group, click the arrows next to **Duration**, to increase or decrease the speed.
4. To add a different slide transition to another slide in your presentation, repeat steps 2 through to 4.



## Add sound to slide transitions

1. On the **Home** tab, click a slide thumbnail.
2. On the **Transitions** tab, in the **Transition to This Slide** group, click the arrow next to **Transition Sound**, and then do one of the following:
  - To add a sound from the list, select the sound that you want.
  - To add a sound not found on the list, select **Other Sound**, locate the sound file that you want to add, and then click **OK**.
  - To add sound to a different slide transition, repeat steps 2 and 3.



## Graphics

Graphics can be included in your presentation by selecting **Insert** and choosing from the **Images** and **Illustrations** groupings. You can easily insert photos or a set of photos from file or online, clip art, shapes or charts.

You can also use a feature called SmartArt to include graphics in your presentation. A SmartArt graphic is a visual representation of your information that you can create quickly and easily, choosing from among many different layouts, to effectively communicate your message or ideas. For example, you can insert hierarchical charts, pyramids or arrows with text.

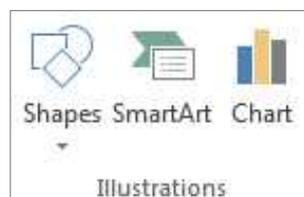
You can create a SmartArt graphic in Microsoft Office Excel, Word or PowerPoint 2013, or in an email message in Microsoft Office Outlook 2013. Although you cannot create a SmartArt graphic in other 2013 Office programs, you can copy and paste SmartArt graphics as images into those programs.

Because presentations often contain slides with bulleted lists, you can quickly convert slide text to a SmartArt graphic. To learn more about using SmartArt graphic features, read the information available in PowerPoint Help.



## Create a SmartArt graphic

1. On the **Insert** tab, in the **Illustrations** group, click **SmartArt**.



2. In the **Choose a SmartArt Graphic** dialog box, click the type and layout you want. Enter your text by doing one of the following:
  - Click in a shape in your SmartArt graphic, and then type your text.
  - Open the **Text Pane** from the **Design** tab of **SmartArt Tools**. Click **[Text]** in the Text pane, and then type or paste your text. Alternatively, copy text from another program, click **[Text]**, and then paste into the Text pane.

## Animation

You may wish to add an animation to your SmartArt graphic; for example, you can make a shape fly in quickly from one side of your screen or slowly fade in. Here is the process for adding animation to graphics.

### Adding animation to SmartArt graphics

To decide which animation works best with the layout for your SmartArt, view your information in the SmartArt graphic **Text Pane**, since most animation starts at the top of the Text Pane and moves down. You can also play an animation in reverse order.

If the **Text Pane** is not visible, you can display it.

The animations that are available depend on the layout you choose for your SmartArt graphic, but you can always animate all of the shapes at once or one shape at time.

The best way to animate your SmartArt graphic is to use the choices under the **Animations** tab. If necessary, you can customise an animation using **Effect Options** in the **Animation Pane**.

Animated items are noted on the slide by nonprinting numbered tags. These tags correspond to the animations in the **Animation Pane**, which appear only in Normal view with the **Animation** task pane displayed.

Apply animation sparingly to prevent obscuring your message or overwhelming your audience.

## Add an animation

1. Click the SmartArt graphic that you want to animate.
2. On the **Animations** tab, select the animation that you want from the **Animation** group.

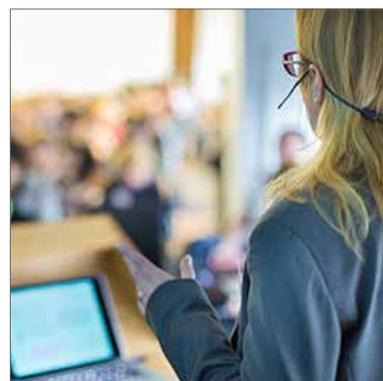
3. You can choose to animate your graphic as one object or as one shape at a time by going to **Effect Options** on the **Animations** tab.
4. To reverse the order of your animation, go to the drop-down menu next to the appropriate animation in the **Animation Pane** and select **Effect Options**. Click the **SmartArt Animation** tab, and then check the box next to **Reverse order**.
5. You can review your animations during or after completion by clicking the **Preview** button on the **Animations** tab or the **Play** button in the **Animation Pane**.

## Add sound to an animation

1. You must have previously added an animation effect to the text or object.
2. Click the slide that contains the animation effect to which you want to add a sound.
3. On the **Animations** tab, in the **Advanced Animations** group, click **Animation Pane**.
4. In the **Animation Pane**, click the arrow to the right of the animation effect in the Custom Animation list, and then click **Effect Options**.
5. On the **Effect** tab, under Enhancements, click the arrow in the **Sound** list, and then do one of the following:
  - To add a sound from the list, click a sound.
  - To add a sound from a file, click **Other Sound**, and then locate the sound file that you want to use.

## Timing and pace

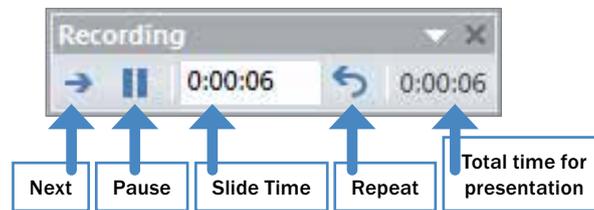
The timing and pace of a presentation are also important. You may choose to manually control how the slides and content of your presentation will be displayed. Or, you can pre-set the time and pace using PowerPoint. Using this function, you can have slides that appear after a certain amount of time has passed. The amount of time you set will depend on how much information is contained within the slide, and how much emphasis you want to place on the information.



## Rehearse and time the delivery of a presentation

It is a good idea to rehearse your presentation to ensure it meets your time frame. To do this, use the Slide Timing feature to record the time that you need to present each slide, then use the recorded times to advance the slides automatically when you are actually presenting.

1. On the **Slide Show** tab, in the **Set Up** group, click **Rehearse Timings**.
2. The **Rehearsal** toolbar appears, and the **Slide Time** box begins timing the presentation.



3. While you time your presentation, do one or more of the following on the **Rehearsal** toolbar:
  - To move to the next slide, click **Next**.
  - To temporarily stop recording the time, click **Pause**.
  - To restart recording the time after pausing, click **Pause**.
  - To restart recording the time for the current slide, click **Repeat**.
  - After you set the time for the last slide, a message box displays the total time for the presentation and prompts you to do one of the following:
    - To keep the recorded slide timings, click **Yes**.
    - To discard the recorded slide timings, click **No**.
  - Slide Sorter view appears and displays the time of each slide in your presentation.

If you do not want the slides in your presentation to advance automatically by using the slide timings that you recorded, do the following to turn the slide timings off:

- On the **Slide Show** tab, in the **Set Up** group, clear the **Use Timings** check box.
- Note: To turn the slide timings on again, select the Use Timings check box.

## Music, sound and video

To make a multimedia presentation you can add music, sound or video. These are added from files on your computer. You will need speakers and a sound card to be able to play sound and music in your presentation.



## Add music or sound

To add music or sound to your presentation, follow these steps.

1. View your presentation in **Normal** view.
2. Select **Insert**, and **Video** or **Audio** from the Media group.
3. Video or Audio may be located either **Online** or **From My PC**. Locate and insert the sound you want.
4. You can record your own audio to insert into your presentation. Select **Insert**, and **Record Audio**.

## Add a video clip

To add video to your presentation, follow these steps.

1. View your presentation in **Normal** view.
2. Select **Insert** and **Video** from the Media group. Select a movie either **From My PC** or **Online**.

A message will be displayed. If you want the video to play automatically when you go to the slide, click **Yes**. If you want the video to play only when you click the video icon during a slide show, click **No**.

### Practice task 7

1. Write a sentence explaining what a transition is.

2. Write a sentence explaining what animation is.

3. How you would change the colour scheme in a graphic?

4. Which view must your presentation be in before inserting sound or video?

*continued ...*

*... continued*

5. Explain why you think presentation features in PowerPoint add visual impact and emphasis to a presentation.

6. Explain the benefits of using SmartArt when inserting graphics into a presentation.

7. How do you go about playing music from a soundtrack during your presentation?

## 2D

## Use advanced software features

By using the advanced software features in PowerPoint, you can streamline and customise your presentation to meet the needs of several different audiences. Advanced software features include basic and hyperlinked custom shows.

By creating custom shows in PowerPoint 2013, you can adapt a single presentation for a variety of audiences. You can use a custom show to present an independent group of slides from your presentation, or to create a hyperlink to a group of slides in your presentation.

There are two kinds of custom show only: basic and hyperlinked. A basic custom show can be a separate presentation or a presentation that includes some of the slides from another presentation. A hyperlinked custom show provides a quick way to navigate to one or more separate presentations.

The custom shows feature gives you the flexibility to choose which sections you present to which audience type without having to create totally separate versions of your presentation.

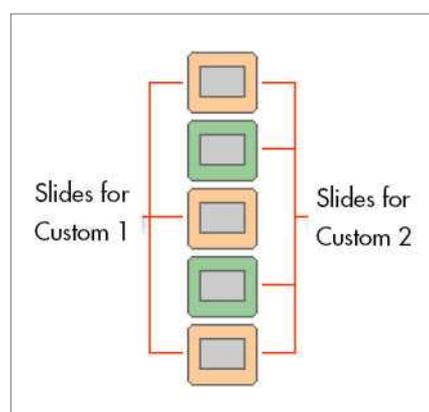
Examples where the custom show feature could be used with different audiences for a similar presentation are listed below.

### Examples where the custom show feature could be used with different audiences

- One group requiring brief introductory information and then the advanced information
- Another requiring a more extended version of the introductory information, before proceeding to the advanced information
- Other supporting material that may vary, depending on your audience type, and which you wish to access at different points of your presentation

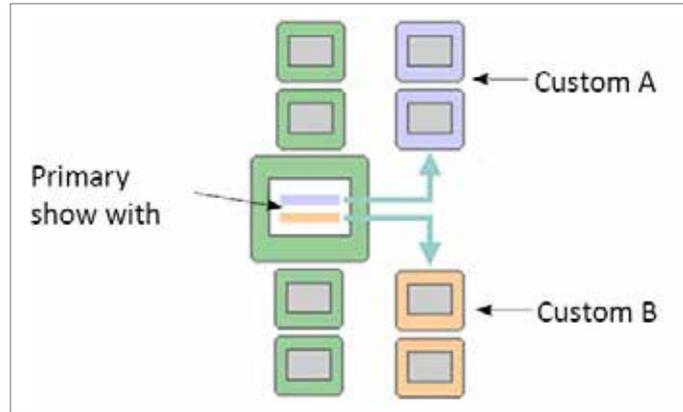
## Basic custom shows

You can use a basic custom show to give a more targeted presentation to different groups of people in your organisation. For example, if your presentation contains a total of five slides, you can create a custom show named Custom 1 that includes just slides 1, 3, and 5. You can create a second custom show named Custom 2 that includes slides 1, 2, 4, and 5. When you create a custom show from an original presentation, you can always run the entire original presentation in the correct order.



## Hyperlinked custom shows

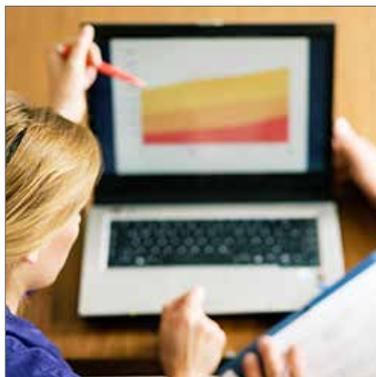
You can use a hyperlinked custom show to organise content in a presentation. For example, if you create a primary custom show about your company's new overall organisation, you can then create a custom show for each department within the organisation and link to these shows from the primary presentation.



You can also use a hyperlinked custom show to create a table of contents slide (or an agenda slide). A contents or agenda slide is similar to a web page in that it is an index of your presentation from which you can create hyperlinks and move between the different sections of your presentation and back again.

## Create a basic custom show

1. On the **Slide Show** tab, in the **Start Slide Show** group, click the arrow next to **Custom Slide Show**, and then click **Custom Shows**.
2. In the **Custom Shows** dialog box, click **New**.
3. Under **Slides in presentation**, click the slides that you want to include in the custom show, and then click **Add**.
4. To select multiple sequential slides, click the first slide, and then hold down **Shift** while you click the last slide that you want to select. To select multiple non-sequential slides, hold down **Ctrl** while you click each slide that you want to select.



5. To change the order in which slides appear, under **Slides in custom show**, click a slide, and then click one of the arrows to move the slide up or down in the list.
6. Type a name in the **Slide show name** box, and then click **OK**. To create additional custom shows with any slides in your presentation, repeat steps 1 through 5.
7. To preview a custom show, click the name of the show in the **Custom Shows** dialog box, and then click **Show**.

## Create a hyperlinked custom show

1. On the **Slide Show** tab, in the **Start Slide Show** group, click the arrow next to **Custom Slide Show**, and then click **Custom Shows**.
2. In the **Custom Shows** dialog box, click **New**.
3. Under **Slides in presentation**, click the slides that you want to include in the main custom show, and click **Add**.  
Tip: To select multiple sequential slides, click the first slide, and then hold down **Shift** while you click the last slide that you want to select. To select multiple non sequential slides, hold down **Ctrl** while you click each slide that you want to select.
4. To change the order in which slides appear, under **Slides in custom show**, click a slide, and then click one of the arrows to move the slide up or down in the list.
5. Type a name in the **Slide show name** box, and then click **OK**. To create additional custom shows with any slides in your presentation, repeat steps 1 through 5.
6. To create a hyperlink from the main show to a supporting show, follow these steps.

### Step 1

Select the text or object that you want to represent the hyperlink.

### Step 2

On the Insert tab, in the Links group, click Hyperlink.

### Step 3

Under Link to, click Place in This Document.

### Step 4

Do one of the following two steps:

- To link to a custom show, in the Place in This Document list, select the custom show that you want to go to, and then select the Show and return check box
- To link to a location in the current presentation, in the Select a place in this document list, select the slide that you want to go to.

## Start a custom show

1. To preview a custom show, click the name of the show in the **Custom Shows** dialog box, and then click **Show**.
2. On the **Slide Show** tab, in the **Set Up** group, click **Set Up Slide Show**.
3. In the **Set Up Show** dialog box, under **Show slides**, click **Custom show**, and then click the custom show that you want.
4. Click **OK**.



## Practice task 8

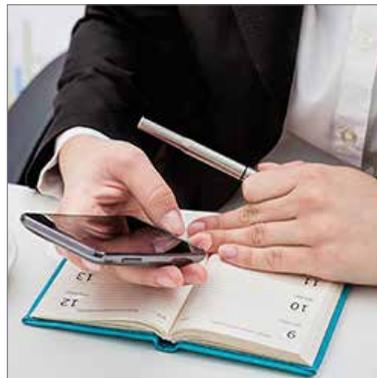
Create three simple presentations of at least five slides each and name them as presentations 1, 2 and 3. Using these presentations, create a custom show where the second slide of presentation 1 is hyperlinked to presentation 2, and the fourth slide of presentation 1 is linked to presentation 3.

# 2E

## Work to a time line

Whatever your work task, you will always have to work within a designated time line. This means having the work ready by a specified time. You may have to prepare a presentation for a client or meet a deadline, such as a conference.

Always find out when the presentation is required and enter this date in your diary. Clarify and plan the task to work out how long it is likely to take. Careful planning means there will be no last-minute panic. If you are developing an electronic presentation for someone else, always ask when a draft of the material is required. The presenter will generally want to rehearse the material and may suggest further amendments or adjustments.



### Example: checklist for planning work tasks

A checklist can sometimes help you plan a work task. Preparing presentations will become less problematic once you are familiar with the requirements of your organisation. The following table is an example of a useful planning checklist.

Task	Deadline	Requirements	Completed
Prepare an electronic presentation for Kyle for the board meeting.	Tuesday 10 May	As outlined in draft. Company logo on all slides. Use company colours in headings. Use Arial bold for headings and Times New Roman for text. Draft ready by 7 May for rehearsal. Print handouts and speaker notes.	

## Practice task 9

1. Describe the steps you would take to prepare a presentation.

2. If your manager made some new demands at the last minute, what might be the consequences?

3. Explain how using a checklist can help you deliver an electronic presentation on time.

## Summary

1. When creating an electronic presentation, speaker notes or an audience handout, you need to be aware of your organisation's preferred style, such as inclusion of a logo or corporate colours. It is important the audience is not distracted by unnecessary features.
2. A presentation needs to be carefully planned so that it addresses the purpose and targets the correct audience.
3. The use of computer software such as Microsoft PowerPoint 2013 enables a visually attractive electronic presentation to be prepared and displayed using a series of slides and many features such as graphics, sound and transition options.
4. PowerPoint has features which are used to add visual impact and emphasis to the content of a presentation. It is important to find the right balance of these features so as not to distract or take away from the important information in the presentation.
5. By using the advanced software features in PowerPoint, you can streamline and customise your presentation to meet the needs of several different audiences. Advanced software features include basic and hyperlinked custom shows.
6. When preparing a presentation, always be aware of organisational deadlines or deadlines imposed by a client.

## Learning checkpoint 2

### Create presentations

This learning checkpoint allows you to review your skills and knowledge in creating presentations.

### Part A

Read the case study. Write down your answers to the questions.

#### Case study

Claire was told to prepare an electronic presentation to show to external clients. She knew that the clients wanted information about new legislation and how it was affecting the organisation. She found lots of legislative documents and used the fine details to fill the slides that made up the presentation.

Claire then produced speaker notes that contained additional, detailed information. When Claire delivered her presentation, the audience seemed confused and some clients appeared to fall asleep. She later found out the audience wanted a general outline of the legislation and the details she presented to them on the slides and in her notes were too complicated.

1. Describe what Claire should have done before producing the presentation.

2. What were the consequences of Claire's poor planning?

3. How could Claire have made the presentation more successful?

4. Why is it important to understand the purpose of a presentation, the audience it is for and the best method for its delivery?

## Part B

1. Match each method of presentation with the appropriate situation.

Presentation method	Situation
Face-to-face	Trade fair
Self-running	Staff meeting
Use yourself	Conference in Shanghai
Online	Training session

2. The following tools and equipment are used to prepare and deliver presentations:

- Data projector
- Speaker notes
- Internet access
- Network access
- Overhead transparencies
- Overhead projector
- Annotation pen
- Digital pointer
- Handouts

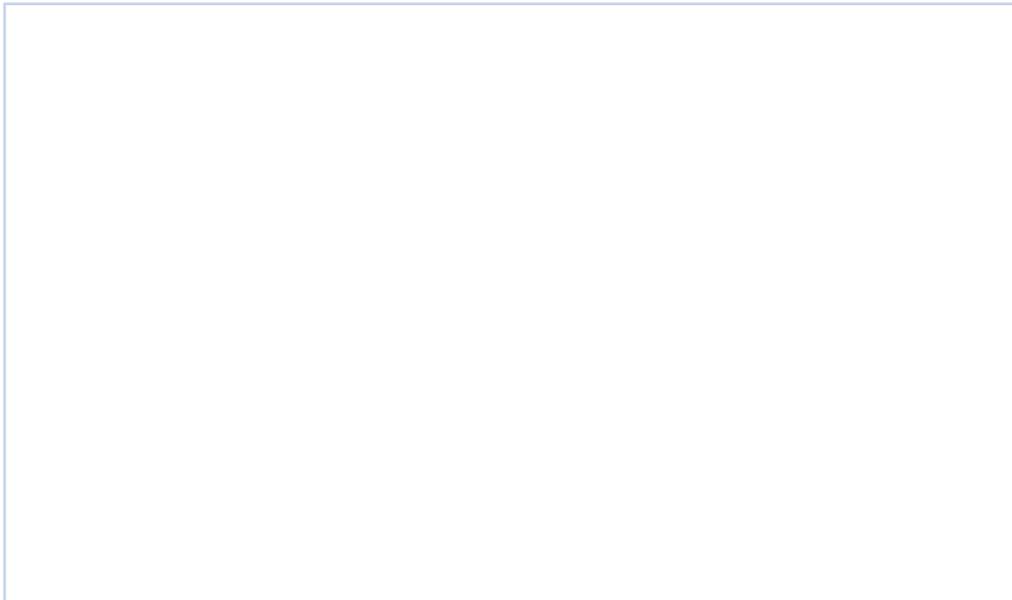
Decide which of these tools and/or equipment would be needed for each of the presentations below.

<b>Presentation 1</b>	This presentation needs six transparencies. The presenter wants notes and the audience needs to have additional information. The presenter also wants to be able to point to information being projected.	
<b>Presentation 2</b>	This presentation uses PowerPoint. The presenter wants to be able to write on slides and give the audience a printed overview of the information.	
<b>Presentation 3</b>	This electronic presentation is going to be loaded onto the web and run continuously at a conference. Hard copy brochures are needed to distribute to clients.	

- Use Word to design a template for an organisational handout. Use the following information about style and content. Print out your work and give it to your tutor.

Style and content guidelines
<b>Corporate logo:</b> *Masons* (use this logo or make up your own)
<b>Footer:</b> with time, page number and date in Book Antiqua size 12
<b>Header:</b> with organisational name

- Why should an organisation have a preferred style and layout for its electronic presentations and hard copy handouts?



## Part C

You are going to produce a presentation using summary slides and custom shows. Use at least 12 slides for your presentation.

Think of a subject for your presentation. It can be about something you have studied or anything that interests you. Talk to your tutor or if you are working, talk to your manager about your topic before you begin.

Follow these guidelines.

- Use consistent style in your title and body text.
- Break up your presentation into three custom shows with a summary slide to introduce each custom show.
- Create a table of contents slide at the beginning of your presentation that contains headings from all three summary slides.

- Use Rehearse Timings to pace your show.
- Write speaker notes and audience notes to support your presentation and print them out.
- Use appropriate help sources when needed.

## Part D

Imagine you have to teach a colleague one of the following subjects.

- How to create a basic custom show
- How to create a hyperlinked custom show

Write explanatory notes and create a step-by-step guide for the learner. Test your lesson by teaching it to a colleague or friend.



## Part E

Write explanatory notes about the importance of preparing a presentation within organisational time lines to meet both client and organisational deadlines.





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## Topic 3

# Finalise presentations

The quality and content of your electronic presentation reflects on the professionalism of your organisation. You need to prevent and overcome any problems using assistance available in the form of user manuals, training documents, online help, professional development education and consultation with colleagues.

To complete a professional presentation of a high standard, you need to ensure that your presentation is carefully proofread and that all associated printed materials are accurate and informative. Electronic presentations need to be securely saved and stored to eliminate the possibility of loss or damage of the data contained in them. There are several methods of ensuring safe storage of data.

In this topic you will learn how to:

- 3A Overcome problems
- 3B Proofread your presentation
- 3C Print presentation materials
- 3D Store your presentation

## 3A

## Overcome problems

Sometimes you will experience a problem when producing an electronic presentation. For instance, you may find operating a particular software function difficult and don't know who to ask. It's a good idea to have a plan for dealing with the unexpected. Organisations deal with difficulties in a number of ways. They might have manuals or training booklets. Some may even have a help desk to assist employees.



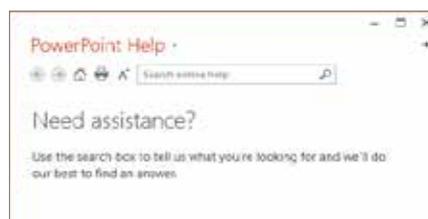
### Use PowerPoint Help

Microsoft PowerPoint 2013 provides a description of each icon or function on the screen which is displayed by placing the pointer on the icon. A brief description of the function will be displayed.

If you require additional information, you can seek assistance in Help. Simply type in the keyword or phrase that you need help with, and a list of options will be displayed to choose from. For example, if you wanted help with formatting, you would type 'formatting'.

You navigate the Help window similar to how you navigate the internet in a web browser, such as Internet Explorer. You can use Help for a variety of reasons depending on your needs. You might want tips on using your keyboard or your mouse. Or you might want tips on using the features of the program more effectively.

You can ask for help at any time by pressing the F1 function key or you can also click on the question mark button  to do the same.



### Read manuals

Most equipment and software comes with a user manual. These describe the features and provide step-by-step instructions for use. Manuals include information about functions, maintenance, use and WHS issues related to the equipment or software.

Manuals can come in a paper-based or online format.

There are many websites that have information about Microsoft Office applications. These usually contain frequently asked questions (FAQs) and give solutions to common problems. You can also download updates, tools and any fixes that Microsoft has developed for its software problems.

You may find the following websites useful.

**[www.support.microsoft.com](http://www.support.microsoft.com)**

This is Microsoft's main site for finding help with Microsoft products. You can ask questions online and download files, including service packs, drivers and patches. You can also access the Microsoft Knowledge Base.

**[www.office.microsoft.com](http://www.office.microsoft.com)**

This site provides resources for all Office applications. It has news, announcements and useful files for you to download. You can open this site by choosing Help, Office on the Web in all Office applications.

## Use training booklets

There are many ways to learn about computer functions and software packages. You can go to a training course to learn a particular computer function. Some suppliers also provide instructions on how to use their equipment.

You may have received some training when you started your job, but it should not stop there. It is important to keep up-to-date with technology. Try to locate the courses in your area that offer software training. These courses usually provide a comprehensive set of instructions or notes that are worth keeping for future reference.



## Software help tips

Other sources of help for solving problems with word processing software include:

- accessing paper-based manuals and training booklets in your workplace
- finding websites that offer advice on software use
- asking colleagues for help and advice
- accessing training courses in your area.

## Practice task 10

1. Imagine you are having a problem a problem with software functionality. Where would you go for help?

2. Do you ever experience software problems when producing an electronic presentation? Describe the steps you would take to solve the problem.

## 3B

### Proofread your presentation

Although you might write the text in your presentation very carefully, there will probably still be some mistakes. It is better to find these during a rehearsal than in front of an audience. Your presentation needs to be checked for spelling, grammar, consistency and style. You can proofread your work by closely reading it yourself first, then getting someone else read it.

PowerPoint is equipped with an internal dictionary that can help you correct words that are misspelled in your presentation. As well as checking spelling, PowerPoint can also check style to make sure that each slide is consistent. Check with your manager to determine the requirements of your organisation. Then, make the necessary alterations to the style of your presentation.



### Check spelling and grammar

To check the spelling and grammar of your presentation, follow these steps:

1. Open your presentation and select the **Review** tab from the ribbon.
2. Click on the **ABC Spelling** icon at the top left hand of your screen.

The AutoCorrect function in PowerPoint 2013 is a default setting of common misspellings and symbols, which you can modify. This feature corrects typos and misspelled words, and inserts symbols and other pieces of text. Text included in hyperlinks is not automatically corrected.

The AutoCorrect feature also includes a series of parallel lists, where a particular word typed can be automatically replaced by another word.

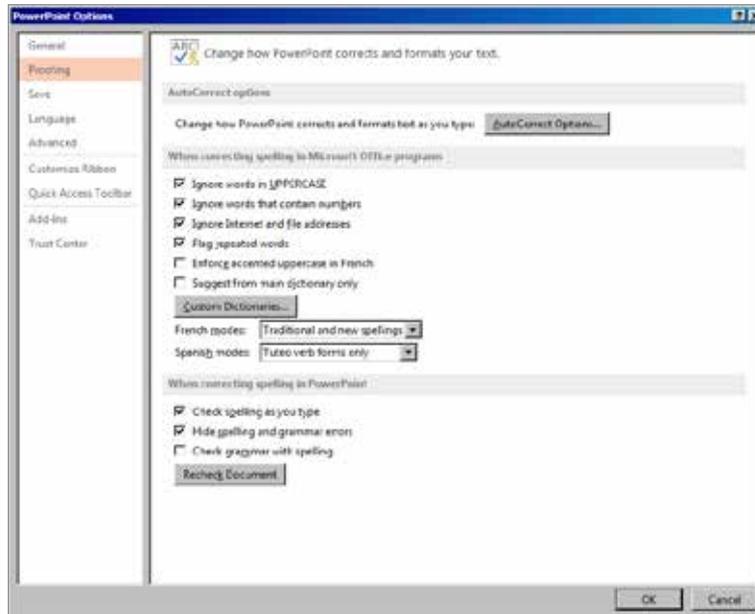
Use the AutoCorrect feature to:

- automatically correct typing errors and misspelled words; for example, if you type 'teh' instead of 'the'
- insert symbols; for example, you can type (c) to insert ©
- insert sentences such as repeatedly used phrases.

## Change how PowerPoint corrects and formats your text

To automatically turn spelling and grammar check on or off:

1. Click the Microsoft **File** tab and then click **Options**.
2. Click **Proofing**.
3. Under **When correcting spelling in PowerPoint**, select or clear the **Hide spelling and grammar errors** check box, and then click OK.



Note: If you want to select the **Hide spelling and grammar errors** check box, you must also select the **Check spelling as you type** check box.

## Add an entry to the list of automatic corrections

To add an entry to the list of automatic corrections:

1. Click the **File Tab** and then click **Options**.
2. Click **Proofing**.
3. Under **AutoCorrect options**, click **AutoCorrect Options**, and then click the **AutoCorrect tab**.
4. In the **Replace box**, type a word or phrase that you often mistype or misspell. For example, type usually.



5. In the **With** box, type the correct spelling of the word. For example, type usually.
6. Click **Add**.

## Add an entry during a spelling check

When a word is misspelled or mistyped, a wavy red line appears under it to alert you to the mistake.

To add an entry during a spelling check:

1. Right-click a word that has a wavy red underline.

Note: If wavy red underlines do not appear under misspelled or mistyped words, click the **File** tab, click **Options**, click **Proofing**, and then under **When correcting spelling in PowerPoint**, select the **Check spelling as you type** check box.

2. On the shortcut menu, do one or more of the following:

- If the word appears in the list on the shortcut menu, click the word that you want to replace the misspelled or mistyped word with.
- If the list on the shortcut menu does not include the correct word that you want, click **Spelling**, then click **AutoCorrect**, and the word should correct itself.
- If the word that you want to correct does not correct itself, it is not in the built-in dictionary. To add it to the built-in dictionary, click **Add to Dictionary**.



PowerPoint provides a list of optional corrections for a misspelled or mistyped word.

## Change the contents of an entry

To change the contents of an entry:

1. Click the **File** tab and then click **Options**.
2. Click **Proofing**.
3. Under **AutoCorrect options**, click **AutoCorrect Options**, and then click the **AutoCorrect tab**.
4. In the list under the **With** box, select the entry that you want to change.
5. In the **With** box, type the new entry, then click **Replace**.



## Rename an entry

To rename an entry, you must delete the original entry, and then add the newly-renamed entry:

1. Click the **File** tab and then click **Options**.
2. Click **Proofing**.
3. Under **AutoCorrect options**, click **AutoCorrect Options**, and then click the **AutoCorrect** tab.
4. In the list under the **Replace** box, click the entry that you want to rename, and then click **Delete**.
5. Type a new name in the **Replace** box, and then click **Add**.

## Prevent specific capitalisation and spelling corrections

1. Click the **File** tab and then click **Options**.
2. Click **Proofing**.
3. Under **AutoCorrect options**, click **AutoCorrect Options**, and then click the **AutoCorrect** tab.
4. Click **Exceptions**, and then do one or more of the following:
  - To prevent AutoCorrect from capitalising a word that you type after a specific abbreviation, click the **First Letter** tab, and then type the abbreviation (including the full stop) in the **Don't capitalize after** box.
  - To prevent AutoCorrect from correcting a word that contains mixed uppercase and lowercase letters, click the **Initial Caps** tab, and then type the word in the **Don't correct** box.
5. Click **Add**, and then click **OK**.

### Practice task 11

Look at the following slide, then complete the tasks that follow.



1. Proofread the slide. Check for spelling, grammar, punctuation and consistency of style.
2. Rewrite the slide, amending it to include your corrections.

## 3C

### Print presentation materials

Once you have checked your presentation for spelling, grammar, consistency and style, you may want to print out the information. Hard copies are useful to refer to while the presentation is running. The information you print may be for your own use, or for someone else in the organisation. If you are printing materials for someone else, make sure that you discuss what they need before printing, as alterations may be required.

You can print handouts, notes or outlines. You need to decide on the appropriate materials for each presentation and have the printed copies available within the designated time line. If you want to customise these presentation materials for yourself or another person (for example, by adding headers and footers), you can use the Handout Master and Notes Master before printing the materials. Remember that if you add information using the Master, it will only appear on the printout, not on your slides. You may also need to assemble other presentation materials. These may include items such as:

- outlines of the session for distribution
- additional information for use, such as printouts from a website or handouts.



### Print handouts

In PowerPoint you can print your slides as handouts for the audience. You can also choose how many slides you would like on each handout. The following method will print out an exact replica of your presentation slides.

Follow these steps.

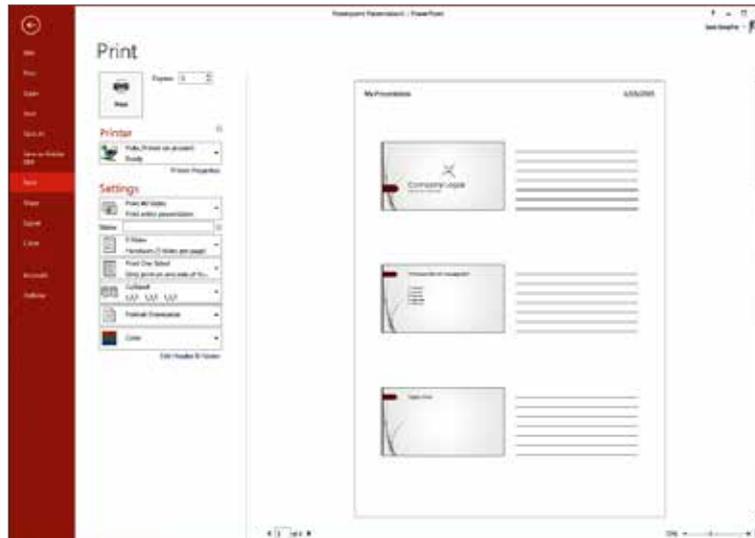
1. Open the presentation for which you want to print handouts.
2. Click the **File** tab and click the arrow next to **Print**.
3. Under **Settings**, select from the slides drop-down menu the handout layout option that you want from the list.

### Handout tips

The **Handouts (3 Slides Per Page)** format provides lines for the audience to take notes (see picture below).

To specify the page orientation, after you have selected handout layout options, click the arrow under **Orientation**, and then click **Landscape** or **Portrait**.

Click **Print**.



Note: If you want to print handouts in colour, select a colour printer. Click the **Microsoft Office Button**, click the arrow next to **Print**, and then click **Print Preview**. Under **Print**, click **Options**, point to **Color/Greyscale**, and then click **Color**.

## Print speaker notes

Speaker notes are to help the presenter outline any additional points they would like to make verbally.

You can type and format your notes as you work in Normal view. But to see how your notes pages will be printed and to see the full effect of any text formatting, such as font colours, switch to Notes Page view. You can also check and change the headers and footers of your notes in Notes Page view.

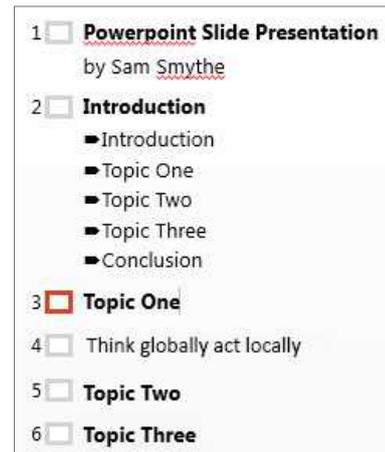
Each notes page shows an image of a slide, along with the notes that go with that slide. In Notes Page view, you can embellish your notes with charts, pictures, tables, or other illustrations.

To print speaker notes for your presentation, follow these steps:

1. Open the presentation for which you want to print notes.
2. Click the **File** tab, then click the arrow next to **Print**.
3. Under settings, click the slides drop-down menu, and then click **Notes Pages** under **Print Layout**.
4. To specify the page orientation, click the arrow next to **Orientation**, and then click **Portrait** or **Landscape**.
5. Click **Print**.
6. To set headers and footers, under settings, click **Edit Header & Footer**.

## Outline view

If you look at your presentation in Normal view, you will see an outline of your work on the left-hand side of the screen. If you choose to print an outline, this is the information that will be printed. Outlines help you to view the whole presentation and make decisions about where you have placed information. You may find that you want to add new information or rearrange the old information.



## Print an outline

To print an outline of your presentation, follow these steps.

1. Open the presentation you want to print.
2. Click the **File** tab and select **Print**.
3. Under **Settings** select the **Slides** drop-down menu, then from **Print Layout**, select **Outline**.
4. To specify the page orientation, click the arrow next to **Orientation**, and then click **Landscape** or **Portrait**.
5. Click **Print**.

## Practice task 12

1. Why would you choose to print handouts?

2. How can printed speaker notes help when giving a presentation?

3. Why is printing an outline of your presentation useful?

## 3D Store your presentation

How you store your presentation depends on the requirements of your organisation and who needs to access to the presentation. If your presentation needs to be available to all your colleagues, you would store it in an appropriate place on the organisation's server. Your colleagues can then access the presentation from their workstation if they have PowerPoint installed on their computers.

An important task when creating and editing presentations is saving your work. Saving the presentation ensures that you can edit or print it again when required. Each organisation has its own policies regarding the naming and storing of electronic documents and it is important that you follow these procedures so that you and other staff can access the documents as required.



Most presentations you create will be stored electronically and occasionally hard copies (printouts) of the presentations may be stored in the organisation's paper-based filing system.

### Electronic file storage

Each presentation needs to be easily identifiable. Your organisation is likely to have an established system for naming electronic files to ensure all employees are able to find files when required.

### Folder structures and naming standards

Folders are used to organise files so they are easier to locate. Each organisation uses folder structures and naming standards to ensure that all files are stored in the correct location. If your organisation has a network, you may have shared directories and folders that several staff may have access to. The advantages of using shared directories and naming standards include the following.

#### Advantages of shared directories and naming standards

Organised files are easy to find. For example, it is much easier to find one file in 20 than it is to find one in 100.

If an employee is away, other employees can check to see how much of a document the employee has completed and finish it if necessary.

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Work is less likely to be duplicated, as staff can check if there is already a document created.

It is easy to share documents between employees.

Files stored in shared directories are normally backed up on a regular basis.

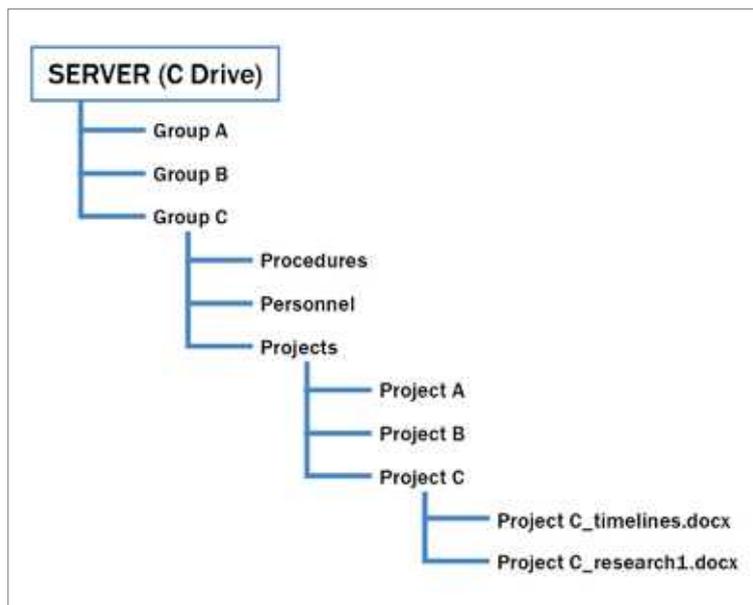
Virus scans are normally run on shared folders on a regular basis.

To set up a shared directory, you have to find the shared network drive, then go to the folder level. This is the first place to organise the directory.

Folders have a treelike structure that branches from a parent directory to sub-folders in a hierarchical structure.

## Example: hierarchical directory

In this structure the server has three folders for three separate workgroups: Group A, Group B and Group C. Group C has three major folders: Procedures, Personnel and Projects. The Projects Folder has three folders: Project A, Project B and Project C. The Project C folder has two documents: ProjectC\_timelines and ProjectC\_research1. The file path for retrieving a document starts at the server and ends when the correct document is located. For example, to reach the ProjectC\_timelines.doc, the file path is C:\GroupC\Projects\ProjectC\ProjectC\_timelines.docx.



## Manage shared directories

When you have access to a shared directory to store your files, you may also have access to files created by other employees. It is important that you check your files and delete any that are no longer required on a regular basis to ensure the system remains efficient. If you are planning to have a clean-up of your files, before you delete any you should check with your supervisor which projects or clients you need to keep files for. You should never delete or move files created by another employee without their permission; always check first.

Organisations usually perform regular backups of shared directories and folders. In larger organisations, a staff member from the IT department will usually be responsible for this. If you are planning to delete a lot of files, it may be a good idea to perform a backup of the files (which can be kept before deleting them).

## Hard-copy storage

Many presentations stored digitally may also be stored in hard copy. This is a safeguard against a catastrophic computer system failure. Hard-copy storage requires space. It also requires a filing system that uses consistent, simple and meaningful names similar to those used in digital storage.

Managing hard-copy documents is necessary to efficiently use storage space. Retention schedules are used to determine which documents need to be kept and for how long. Documents without permanent value may be scheduled for eventual destruction. It is normal office practice for staff to perform archiving duties; that is, removing inactive files and placing them in long-term storage when there is not much other work to do. Retention schedules save space because only a limited number of records have long-term value. The development and implementation of a retention schedule also saves money, as it means that only records of enduring value will be permanently retained.

### Example: retention schedule

Here is an example of a retention schedule.

Retention schedules for hard-copy documents	
Credit card receipts and statements	2 years
Tax records	6 years
Accounts records	6 years
Invoices	1 year
Client correspondence	2 years
Presentations	6 months

## Apply security to documents

It is vital that passwords are used to ensure that only authorised users are able to access files. Access to an organisation's data can be controlled at a number of levels, including drives and files. Employees can be given access to shared drives and directories or individual files.



## Network/operating system logons

Most organisations have networks made up of more than one computer. Before employees can use a computer that is connected to the network they must be issued a logon username and password, which identifies them and allows them to access the files on the network. Below are the instructions for selecting a password and keeping your work secure.

### Selecting a good password

You should change your password on a regular basis and ensure you do not tell anyone what it is. Your password should also not be anything that can be easily guessed by other people, such as your date of birth, name, family members' names etc. Good passwords contain a mixture of letters and numbers and are at least six to eight characters long. Do not write your password down or keep it near your computer.

### Protecting individual files

Depending on the network configuration, employees will have their own drive for their files along with access to various shared employee drives. Where information contained in files is sensitive and not to be viewed by all employees, you can apply a password to an individual file. Two levels of access can be applied:

- A password to open the file, which allows the file to be viewed or printed
- A password to modify the file, which will let the user make changes to the file

You can let any other person who needs to access the file know the password.

## Practice task 13

Read for storing hard-copy documents, then answer the questions that follow.

### **Policy for storing hard-copy documents for electronic presentations**

1. Place documents in a blue manila folder and place a white label on the top left-hand corner. There are three categories of document with the following codes.
  - Notes (speaker notes)
  - Outlines (audience notes)
2. Name your documents as follows:
  - All information for Project Rialto must be named Rialto/your-document-name/code and stored under R in the filing cabinet marked Building Projects.
  - All information for Project Martin must be named Martin/your-document-name/code and stored under M in the filing cabinet marked Distant Projects.
  - All information for Project Collins must be named Collins/your-document-name/code and stored under C in the filing cabinet marked Road Projects.

For example, transparencies for the Rialto project document called Personnel would be called Rialto/Personnel/Trans and filed under R in the Building Projects cabinet.

1. Imagine you have produced some speaker notes for a presentation called Maple for the Collins project. What would you name the file? Where would you store it?

2. Imagine you have produced an outline for a presentation called Copper for the Martin project. What would you name it? Where would you store it?

3. Imagine you have produced some speaker notes for a presentation called Services for the Rialto project. What would you name it? Where would you store it?

4. Describe the consequences of not having a policy for naming and storing hard or soft copy documents.

## Summary

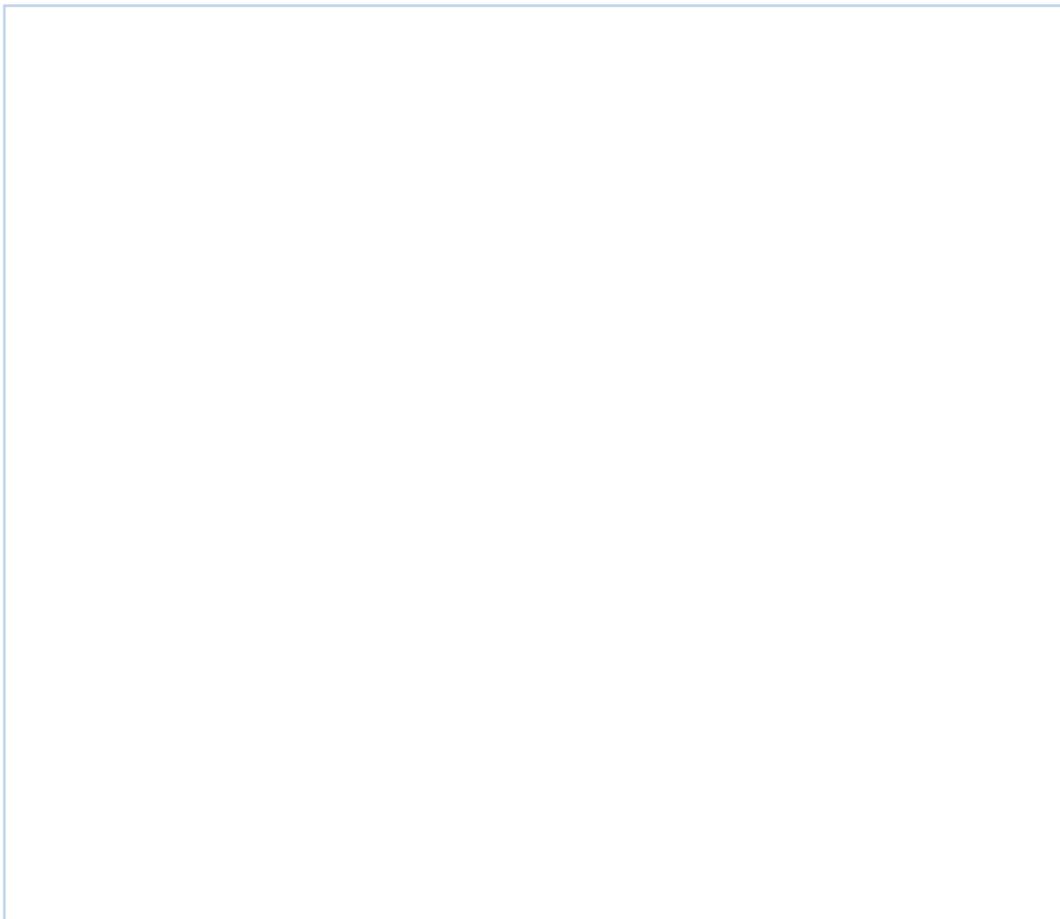
1. Use paper-based user manuals and training documents as well as online help material to overcome problems when producing electronic presentations.
2. A presentation needs to be checked for spelling, grammar, consistency and style.
3. Print presentation materials to suit the needs of the audience and the presenter. If you are printing materials for someone else, make sure you discuss what they need before printing.
4. You can print out handouts, notes, outlines, documents from the internet or transparencies.
5. How a presentation is stored depends on organisational requirements and who needs to have access to the presentation. There is a range of electronic storage methods available.

## Learning checkpoint 3 Finalise presentations

This learning checkpoint allows you to review your skills and knowledge in finalising presentations.

### Part A

Describe how an organisation can organise and protect electronic information on a server and hard copy information in a filing cabinet.



### Part B

Read the case study, then answer the questions that follow.

#### Case study

Jonah has spent two hours working on a PowerPoint presentation for a meeting that afternoon. He has created 10 slides and has almost finished the presentation. Suddenly, there is a power failure that lasts five minutes. When the power is restored and he accesses his presentation, he is alarmed to see that he has lost half of his presentation.

1. Explain what steps Jonah could have taken to avoid losing work.

2. Describe the importance of protecting information when using PowerPoint 2013.

## Part C

Research an organisation or use your own workplace to find out the answers to the following questions.

1. Explain what methods of proofreading presentations are used within the organisation.

2. Make an assessment of how foolproof these methods are. Are there times when errors are made and not detected before delivery of the presentation?

3. How could proofreading be improved?

4. Describe the methods used in your organisation for overcoming problems with design and production of electronic presentations.

5. What range of printed presentation materials are provided in your organisation?

## Part D

Assume you are preparing a policy about finalising electronic presentations in an organisation. To make it comprehensive, logical and easy to read, include:

- methods of overcoming problems including user manuals, training documents, advice from colleagues and electronic assistance
- best practice advice for proofreading presentations, including checking for spelling, consistency in presentation features and style, in accordance with task requirements
- options available for printing presentation materials.

