

BSBITU312

Create electronic presentations

Release 1

Updated to Office 2016
for BSB Business Services
Training Package Version 3.0

Learner guide

BSBITU312

Create electronic presentations

Release 1

Learner guide

Aspire Version 1.1

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BSBITU312 Create electronic presentations, Release 1

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First published October 2018

Cover design: Rewind Creative, 86 Glenburnie Road, Vermont VIC 3133
Printer: Doculink Australia Pty Ltd, 1d/28 Rogers Street, Port Melbourne VIC 3207

e-ISBN 978-1-76075-288-0 (PDF version)
ISBN 978-1-76075-286-6

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Before you begin

This learner guide is based on the unit of competency *BSBITU312 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.

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.

Icon	Feature of the learner guide	How you can use each feature
	Learning content	<ul style="list-style-type: none">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	<ul style="list-style-type: none">These highlight key learning points and provide realistic examples of workplace situations.
	Practice tasks	<ul style="list-style-type: none">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	<ul style="list-style-type: none">Where QR codes appear, you can use a smartphone or other device 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: www.aspirelr.com.au/help
	Summaries	<ul style="list-style-type: none">Key learning points are provided at the end of each topic.
	Learning checkpoints	<ul style="list-style-type: none">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 provides definitions for each foundation skill.

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



Topic 1

Prepare to create a presentation

Most organisations need people with skills in designing and producing electronic presentations.

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 and know how to use a range of business equipment and technology safely and effectively.

To work effectively in this area, you need to prepare your workspace by understanding safe work practices and 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.

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.

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 task requirements and use the best application

1A

Use safe work practices

Workplace safety is everyone's responsibility.

Both employers and employees must make an active contribution to ensuring their workplace is safe. Hazards need to be identified and risks assessed to reduce the risk of injury in the workplace. If you are working at a computer for an extended period of time each day, your workstation must be comfortable and designed to help you 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 regular breaks to stand up and stretch.

Another consideration is to use resource conservation techniques to prevent wastage. 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.



Health and safety legislative requirements

You must work in line with legislative requirements, regulations, Australian and industry standards, and the relevant codes of practice.

All health and safety legislation requires employers to provide a safe workplace and adequate training and supervision, while controlling workplace hazards and risks.

Health and safety regulations support the legislation by outlining specific health and safety requirements that must be addressed.

The Model Work Health and Safety (WHS) Regulations provide a framework that has been adopted by all Australian states and territories except for Victoria and Western Australia, which have their own legislation and regulations.

Australian and industry standards provide best-practice guidelines for maintaining health and safety in the workplace. For example, AS/NZS 4443-1997 Office panel systems – Workstations outlines the ergonomic requirements for setting up a workstation.

Health and safety legislation outlines legal requirements 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 them to maintain health and safety
- providing rehabilitation and maximum recovery for injured workers.

Health and safety policies and procedures

Health and safety policies and procedures are documents that ensure all employees work safely and effectively.

All workplaces in Australia are required to have a health and safety policy in place that describes the organisation's and employees' responsibility for maintaining health and safety. The policy should include the organisation's goals and objectives regarding health and safety, and can help you fulfil your duty of care as an employee.

The following information relates to working in an office and using a computer workstation, and should be contained in an organisation's health and safety procedures.

Health and safety procedures outline:

- 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
- details of first-aid officers.

Control risks associated with hazardous manual tasks

It is a legal requirement for the PCBU and workers to address the risks associated with hazardous manual tasks in the workplace.

The WHS Regulations and the Code of Practice for Hazardous Manual Tasks outline specific requirements for hazardous manual tasks that must be addressed.

The Hazardous Manual Tasks Code of Practice helps PCBUs and workers to:

- identify hazardous manual tasks
- assess the risks
- control the risks
- review the control measures.

A person conducting a business or undertaking (PCBU) must manage risks to health and safety associated with undertaking a hazardous manual task, including risks of developing a musculoskeletal disorder (MSD).

A PCBU must consult with workers, so far as it is reasonably practicable, to develop their own set of procedures to manage the risk of MSDs.

To determine which control measures to implement, the PCBU must consider the following:

- postures, movements, forces and vibration relating to the hazardous manual task
- the duration and frequency of the hazardous manual task
- work conditions that may affect the hazardous manual task or the worker performing it
- the design of the work area and layout of the workplace
- the systems of work used
- the nature, size, weight or number of people, animals or things involved in carrying out the hazardous manual task.

Musculoskeletal disorders

The repetitive movements and sustained body position associated with entering data into a computer is regarded as a hazardous manual task and puts the operator at risk of developing an MSD.

MSDs come about in two main ways:

- gradual wear and tear to joints, ligaments, muscles and inter-vertebral discs through repeated or continuous use of the same body parts, including static body positions
- sudden damage caused by strenuous activity or unexpected movements, such as when loads being handled move or change position suddenly.

MSDs may include conditions such as:

- sprains and strains of muscles, ligaments and tendons
- back injuries, including damage to the muscles, tendons, ligaments, spinal discs, nerves, joints and bones
- joint and bone injuries or degeneration, including injuries to the shoulder, elbow, wrist, hip, knee, ankle, hands and feet
- nerve injuries or compression, e.g. carpal tunnel syndrome
- muscular and vascular disorders as a result of hand–arm vibration
- soft tissue hernias
- chronic pain.

Standard precautions

Your organisation may require 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 regular exercise routines. A workstation includes a computer, monitor, keyboard, mouse, desk and chair.

Workers in an office are expected to follow standard precautions when using a workstation, particularly at a sit-down desk. 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 use during the day to make sure they are in good working order.

Your organisational policies and procedures should include steps to follow. You may need to perform this procedure at the start of your work day or at specified intervals throughout the day.

Workstation safety procedure/checklist:

- Ensure your seat is positioned in front of your computer and that you can reach your keyboard comfortably.
- Position the monitor out of direct sunlight and at the correct height.
- Ensure the environment is dust-free as dust can affect the monitor or the computer's central processing unit (CPU).
- Ensure cables are secured so no one trips over them.
- Use blinds and window coverings to reduce glare and heat at your workstation.
- Ensure temperatures do not exceed 26°C and that humidity is between 40 and 60 per cent.

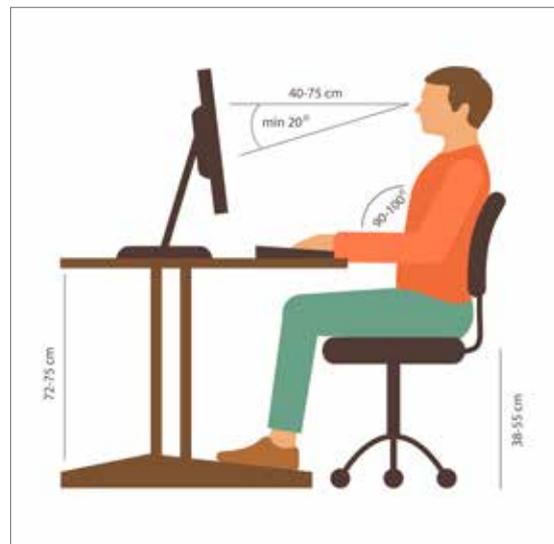
Ergonomics

The aim of ergonomics is to reduce the risk of accidents, injury and illness 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.

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 be very slight at first, but if you continue to have poor posture your symptoms may get worse and become intolerable. They may result in cumulative stress given the constant strain on your muscles, nerves and tendons.

When setting up your workstation, 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.



Ergonomic workstation design

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. Some features of the workstation may vary depending on the type of computer work being performed.

Below are some guidelines for setting up an ergonomic workstation.

Chair



Adjust the seat height to suit your furniture and equipment. Ensure that your feet are flat on the floor, your thighs are horizontal and your lower legs are vertical. If possible, use a chair with a five-caster base.

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

The backrest should support your lower back, and may also be adjusted backwards and forwards. When seated in your usual working position, move the backrest until it has a gentle pressure on your lower back. Make sure there is at least 2cm 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 work tasks.

Desk



Keep your head erect when seated at your desk, and ensure that the surface of the desk is just below 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, if necessary, to make up the difference. Ensure there is clearance between the lower edge of the desk and your legs, and between the front edge of your seat and your desk.

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 may become twisted.

Position any equipment or materials you use so that you can reach them easily without twisting. For example, place frequently used stationery in the top desk drawer, and ensure your keyboard and monitor sit directly in front of you to avoid having to twist your body.

Keyboard



The angle of your keyboard can be adjusted to suit you by moving the supports underneath it. Place the keyboard as close as possible to the front of your desk. Have your upper arms hanging freely. Your forearms should be approximately horizontal.

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 give you a place to rest your hands only when pausing from typing, not while you are typing. Do not pound the keys; instead, use a light touch. Leave enough room on your desk to put the keyboard out of the way when you are not using it.

Don't place documents between yourself and the keyboard, as stretching will eventually cause muscle strain in your arms, shoulders and neck.

Mouse



Place the mouse and mouse pad 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.

Monitor



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

The viewing distance should be between 40 cm and 70 cm. The screen angle should be adjustable between 85 and 125 degrees. It is best to position the screen so that you can clearly read the text without having to lean forward, twist your neck or look upwards. A relaxed viewing angle is approximately 35 degrees. Place a document holder beneath or beside the monitor at the same viewing distance as the screen.

Also take surrounding factors into consideration, such as reflection, glare and shadow, when positioning your screen. You may need to use an anti-glare filter.

Desktop layout

Items on your desk, including equipment and resources, should be arranged so they are 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 – items are 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. Objects that are used less frequently, such as your phone, should be out of the way but still within easy reach. Other resources that are rarely used, such as in- and out-trays, should be in the outer reach zone.



The following outlines some devices that can help you maintain a good posture at your workstation.

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 your eye focus.

Angle boards

Angle boards allow the user to maintain the correct posture when reading by reducing the angle between the work surface and the user. These supports can be adjusted to a suitable height and angle, and 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.

Setting up a home office

Communication technology and organisational policies to maintain a sustainable work–life balance have created opportunities for more flexible working arrangements.

This means that more employees are working from home offices or in other remote office locations. Many benefits can be derived from flexible working arrangements for employers and employees, but there is still a responsibility for all parties to make sure that home and remote offices use ergonomic practices and follow health and safety requirements.

Hot desking

Hot desking refers to a system where workstations are not assigned to an individual worker, but may be used by multiple workers during different periods of time.

The motivation behind hot desking is primarily the cost savings achieved by setting up fewer workstations when not all the workers are in the office at the same time.

Another common adaptation of hot desking is where workstations are assigned to individual workers, but need to be readily available for other workers to access based on daily work requirements, such as a group of people coming together to work on a specific project.

Considerations with hot desking:

- It is common for workers to want their own space. Consequently, they may choose one location and stick to it.
- It can take extra time each day to set up a workstation for each individual to maintain good ergonomics and work efficiency.
- Personal hygiene needs to be maintained to prevent the spread of germs on items such as keyboards and mice.
- Workstations need to be tidied appropriately in readiness for the next user.

Benefits of using standing desks

Sitting at a desk for long periods of time has many negative health effects.

These can be overcome by using standing desks. Standing provides a greater opportunity for your body to move and adjust, and involves more muscular activity than sitting.

Some studies have shown that the negative effects of prolonged sitting cannot be counteracted by regular exercise. The only way to eliminate the problem is to avoid sitting as much as possible.

Some of the health benefits of standing include:

- alleviating back pain and other repetitive strain injuries by greater use of core back muscles to support the upper body
- increasing focus, alertness and activity level by releasing restless energy
- reducing the risk of developing cardiovascular disease, diabetes and blood clots, which can be caused by prolonged sitting.



It is recommended that you start using a standing desk gradually by alternating between sitting and standing. Using a standing desk for hours on end requires your body to adapt. You may experience sore feet, tired legs and fatigue at first. Wear comfortable shoes and use an anti-fatigue floor mat to help counteract this.

Ensure you have an ergonomically designed standing desk so that you maintain correct posture while working.

Standing desk recommendations:

- Position arms at 90 degrees when standing.
- Place the computer screen at eye level and tilt it slightly upwards.
- Place the computer monitor at least arm's length away.
- Keep your back straight and avoid leaning on the desk.

Monitor and adjust lighting

Good lighting is essential for a safe and hazard-free workplace.

You need to see things clearly in order to work effectively. Simply shifting the screen angle, adjusting blinds, altering the brightness settings on the screen and using desk lamps can reduce risks associated with poor lighting. Try to use natural sunlight rather than artificial lights if possible. If not, keep bulbs and fixtures clean, focus light on your task and use fluorescent lights to minimise eye strain and headaches.

The following are hazards associated with poor lighting:

- 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 even nausea.
- Inadequate lighting – Reading in dim light can cause eyestrain.
- Shadows – Shadows shifting across your work area can cause you to sit with bad posture in order to view your work.

Manage noise in the workplace

Noise can include any ongoing, loud or disturbing sound.

Excessive noise around machinery or equipment can cause permanent hearing loss. Noise is a problem if it disturbs or distracts employees, causes stress or interferes with communication or work.

Many offices are open-plan, 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 phone and carrying out their day-to-day tasks.

Noise in the office can come from:

- machines and equipment, such as photocopiers, fax machines, phones and printers
- outside traffic and road works
- people talking to each other or on the phone.

Noise can also be a problem in other workplaces, such as on factory floors and at construction sites. You may have to wear ear protection if you are required to work in an excessively noisy environment.

There are many ways that noise can be controlled in the workplace. Examples include:

- 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 speakers can be adjusted.

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

Monitor and adjust air conditioners

Air-conditioning systems may cause hazards due to poor-quality air or inadequate temperatures.

Air-conditioned offices often do not have enough fresh air from open windows. This can cause problems for some people. The air quality may need to be adjusted by allowing more fresh air inside or by improving the ventilation system.

Additionally, 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-conditioner settings.



Vary your activities

Make sure you plan your daily tasks so that you aren't doing repetitive work for long periods of time.

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.

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 to 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 colleague, doing some research online or doing another work task.

You should also take regular breaks. Employers are required to allow employees to take rest periods throughout the day, including tea and lunch breaks, to reduce stress and fatigue.



Take exercise breaks

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 your colleagues to try them too. 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 your palms upwards. Now lift your 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 your hands in the small of your back. Gently arch your 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).

Watch a video demonstration of the above exercises here.





Practice task 1

Question 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 area. You may need another person to help you and check your posture. If you are not able to tick some of the checkpoints, 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 at 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 comfortably underneath?
-

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?
-

Monitor

- Does the monitor have easily adjustable brightness and contrast controls?
 - Is the image on the monitor stable and flicker-free?
 - Are there adjustment mechanisms to allow the monitor 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?
-

Question 2

Describe the possible consequences for an organisation in which employees do not consider their physical health.

Question 3

What should a WHS policy include?

Question 4

What should WHS procedures include?

Question 5

Why should you vary the tasks you carry out each day?

Question 6

What are the main aims of health and safety legislation?

1B

Determine the purpose, audience and method of presentation

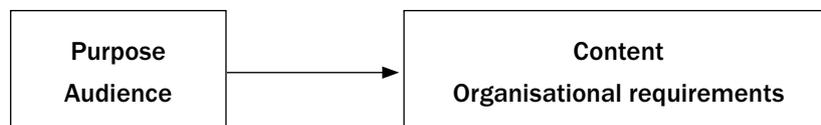
The purpose, audience and method of your presentation will influence its content, organisational requirements, style and layout.

Many presentations are made with the input of another person, such as an author or a specialist speaker that you are preparing the presentation for. The information and communication you have with this person will determine many of the decisions that you will make in the planning and development of the presentation. The way you work and collect information will be determined by the policies and procedures you must follow. For example, your organisation may have guidelines about communication you have with external clients or the way information can be shared in email or at a public venue. You may need to confirm your actions with a supervisor to make sure you are operating and following correct procedures for gathering the information you need for the presentation.



You must also find out about any legislation 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 laws. Another example would be following the laws of copyright when accessing someone else's ideas or original work, such as an image or design. The author has the right to determine under what conditions this work can be used by others. Codes of practice outline standards of conduct for employees in an organisation. You need to consider these codes to be confident your content does not contravene these guidelines. For example, there may be a code outlining ethical principles such as honesty, integrity and fairness. These principles may influence the way you obtain and present 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.



Purpose of the presentation

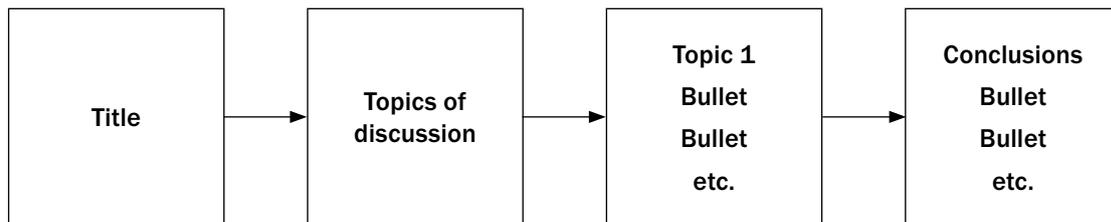
Before you begin, you need to know what your electronic presentation is about.

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 in some way.

Clarify the purpose with the content author or presenter to make sure you both 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 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

Creating a storyboard can be a good way 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 present 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. You can show this to the author or presenter to see if you have presented the information in the best order.

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 and what their information needs are; 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 disability or cultural issues that should be considered when delivering the message?
- 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 will depend on the situation.

The method you choose must suit both the purpose of your presentation and the audience, and should enhance the audience's ability to understand it. You need to hold the audience's attention and ensure that your information is easy to understand. 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 information face to face to an audience, such as at a seminar or 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-paced

Designing a presentation for people to use themselves, such as at a conference, training session, or in their own time at their desk. It may include 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 wherever they are located.

Sent via email

The presentation can be saved as a PDF and sent as an attachment. It can be viewed when the participant chooses to watch it.



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 costs of each project, including forecasted profits. She also used information that management did not want disclosed to the clients and she did not confirm all the information with management. Kate set up a computer with a digital projector in the boardroom. The clients were to come in and look at the presentation individually when they had time in the days leading up to the board meeting.

On the day of the board meeting, Kate found out the clients had no prior knowledge of the projects and wanted a broad overview. She also discovered that the clients had difficulty working the technology and were either unable to access the presentation or required assistance from others.

Question 1

Give **two** examples of how Kate could have planned better before producing the presentation.

Question 2

What are the consequences of Kate's poor planning?

Question 3

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

1C

Identify the task requirements and use the best application

Production guidelines are used to develop time lines and a consistent organisational style.

A time line is used to ensure there is enough time to complete the task, edit and review before the deadline is reached. A time line is a plan for how long a task will take to complete. It also breaks the task into steps and details when each step needs to be completed by. Your supervisor will often provide a date, but it will be your job to monitor and report on your progress.

Production guidelines also ensure that documents have a consistent style and image so that customers, business associates and anyone receiving material from your organisation will instantly recognise it as belonging to your organisation. These output requirements are important because each time a client has contact with an organisation, they form an opinion based on the documents they receive. In some instances an unprofessional-looking document or one containing errors can be the difference between gaining and losing a client.



Many organisations have policies and procedures for staff to follow, including style guides and templates for producing documents. In larger organisations and government departments they are usually clearly defined, while smaller organisations often have no formal documented style guide; instead, staff may be expected to follow examples of documents that have previously been produced.

Conforming to organisational requirements will also ensure you are able to complete your work in an efficient and timely manner. It is very frustrating to spend hours working on the design of a document, only to find it does not meet requirements. To avoid a situation like this, there may be a simple template you could use. Speak to a colleague or your supervisor if you are unsure.

Common organisational requirements

Every organisation has different requirements for their documents.

One important requirement is to present an appropriate and consistent corporate image by using the organisation's logo, colour scheme and house style.

Most organisations outline document production procedures and guidelines either in their policies and procedures manual, or in an in-house style guide. Make sure you know where these instructions are kept and that you are familiar with them. Your supervisor can assist you to find the correct template, identify where the style guide is stored and rules about its use.

The requirements appropriate for one organisation may not suit another; for example, a law firm's requirements would be different from that of a sports equipment retailer.

To prepare appropriate documents for your organisation, you must follow established guidelines and procedures for production.

Established guidelines and production procedures may include:

- monitoring the designated time line
- adhering to content restrictions
- using templates
- including the organisation's logo or version control in the footer
- observing copyright legislation that restricts the use of someone else's work
- delivering the content in the required format.

Equipment for completing the task

Presentation requirements refer to the many documents and equipment that may be used to prepare for and deliver an electronic presentation in your organisation.

You will use equipment such as a computer or laptop, monitor, projector, keyboard and mouse to deliver an electronic presentation. The following provides some more information about equipment you might use.

Data projector or display monitor

A digital projector can be attached to a computer or tablet to project the 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. Large digital monitors or televisions can be used instead of a projector via direct cabling or through a local area network, Wi-Fi network, internet or other wireless technology such as Apple TV. Always test the equipment before the presentation and ensure that the presenter is competent in using it.

Digital pointer or annotation pen

When presenting information you might want to draw attention to an important point on the screen. A handheld digital pointer can help you do this.

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.

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.

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 IT department to access logon privileges, and to be sure you are not breaching any privacy issues regarding data that will be displayed.

Microphones

You may consider the use of a handheld microphone to help the audience participate fully. Assistants can be organised to minimise delays and avoid reducing the impact of the session. 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.

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. Handouts can be formatted in a variety of ways and can contain your notes and a space for the audience to add their notes.

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 wastage and is easy to store and access from a mobile device.

Selecting a suitable presentation application

The most commonly used software for presentations is Microsoft PowerPoint, although some organisations prefer to use other programs.

The examples given in this learner guide are based on PowerPoint 2016. Earlier versions will be similar in how they work, although there may be some differences in the appearance of the screens.

The choice of application will depend on a number of factors, such as the cost of the software which may come as part of a package. For example, Microsoft Office contains Word, Publisher, Outlook and PowerPoint, as well as a range of other programs. The application you are required to use may also depend on the platform used by the business, which may be based on the nature of the business and the available resources. For example, an organisation may predominantly use Microsoft software, but may also have one or more Apple computers with other software installed.

The following table outlines some of the key features of different presentation software programs.

Presentation software	Key features
Microsoft PowerPoint	<ul style="list-style-type: none"> • Available as desktop software, online application and mobile app • Able to access external data sources such as photos, images, charts, animation, cinematic motion, 3D models and icons • Provides various templates • Allows cinematic transitions and effects for objects and text • Able to communicate with other Microsoft Office programs, including Word and Publisher
Prezi	<ul style="list-style-type: none"> • Provides templates in themes of template styles • Flexibility in the organisation and presentation of slides through a digital map • Keeps track of who is viewing the presentation and what slides they are interested in • Available as desktop software, online application and mobile app
Keynote	<ul style="list-style-type: none"> • Cloud-based, allowing multiple users to work in the document at once to collaborate on tasks • Provides various templates • Able to access external data sources such as photos, image galleries, equations, charts, and a library of over 600 customisable shapes • Available as desktop software, online application and mobile app • Able to communicate with other Apple programs such as Apple Pencil • Compatible with Microsoft PowerPoint • Allows cinematic transitions and effects for objects and text
Google Slides	<ul style="list-style-type: none"> • Cloud-based, allowing multiple users to work in the document at once to collaborate on tasks • Available as desktop software, online application and mobile app • Keeps track of revision history • Compatible with Microsoft PowerPoint • Variety of templates available

There are many organisational and reporting requirements, which will be outlined in organisational policies and procedures. This information may be used to determine the resources available to the company, including the specific software they can use. Be aware of the spreadsheet software used in your organisation, and ensure you follow organisational policies and procedures.



Practice task 3

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

Case study

Phuong works as an administrative officer for a local council. She has recently moved into the community development department from the rates department and is looking forward to the change. Phuong has been asked by her supervisor to create a presentation with accompanying handouts that summarises the number and types of small businesses in the area. She has also been asked to set up the presentation room. Phuong is familiar with creating presentations using the software; however, she is not sure how to find out the information to include in the report. She wonders whether she has to go out and visit all the small businesses in the area.

Phuong decides to speak with her supervisor to clarify what is required. Phuong's supervisor explains that it is a report which is completed on an annual basis, so she should be able to access last year's presentation from the network drive. However, her supervisor is not sure of the file name, so Phuong will need to look for it. Her supervisor suggests that she follows the same layout and presentation as last year's report, although she should check that it has the current council logo in the heading. Phuong asks her supervisor who the presentation will be given to. Her supervisor explains it is to be presented at the upcoming management meeting next Friday. Her supervisor has asked that she complete a draft of the layout by Wednesday morning so that he can check the information. Once checked, 15 copies of the handout need to be produced.

Question 1

What is Phuong's task?

Question 2

What does Phuong do to clarify task requirements?

Question 3

What equipment will Phuong need to complete her tasks?



Summary

- The aim of ergonomics is to reduce the risk of injury by applying safe work practices.
- Your work environment can be organised in accordance with ergonomic requirements by adapting workstations, tools and equipment to meet your needs and ensuring a safe, comfortable and productive work environment.
- Organise your work tasks to ensure you have a balance of repetitive and other activities, regular rest periods and exercise breaks.
- The factors that are important for your planning include the purpose, audience and method of presentation. These influence the content, organisational requirements, style and layout of the presentation.
- A storyboard will help you plan and outline the best order of information in the presentation.
- Find out about the audience and what their information needs are so the presentation you develop will be more successful.
- 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.
- Production guidelines ensure that documents have a consistent style and image so that customers, business associates and anyone receiving material from your organisation will instantly recognise it as belonging to your organisation.
- Many organisations have policies and procedures for staff to follow, including style guides and templates for producing documents.



Learning checkpoint 1

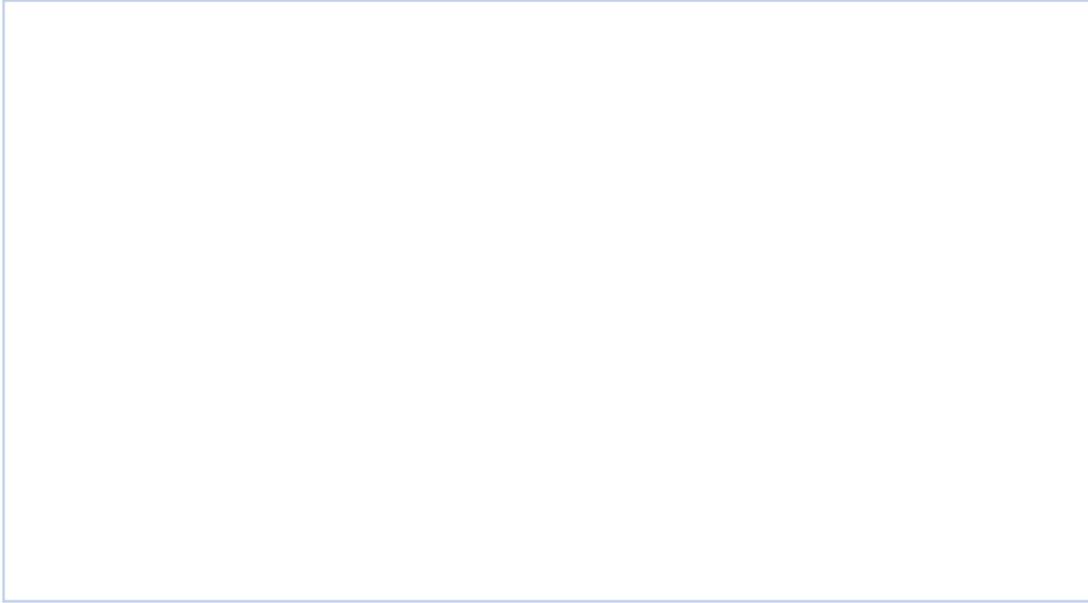
Prepare to create a presentation

Part A

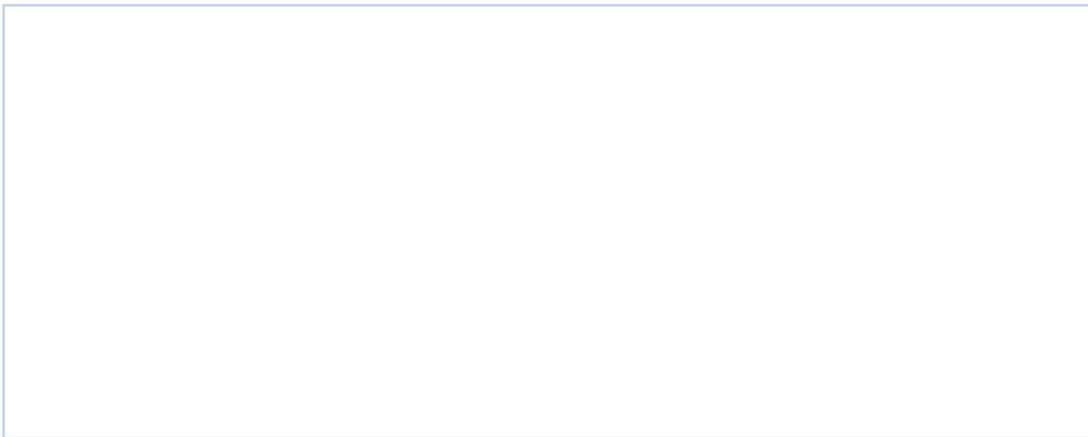
1. List types of physical discomfort a person may suffer from as a result of spending a lot of time at a workstation.

2. For each type of physical discomfort you have listed, describe a solution that could help to prevent or relieve it.

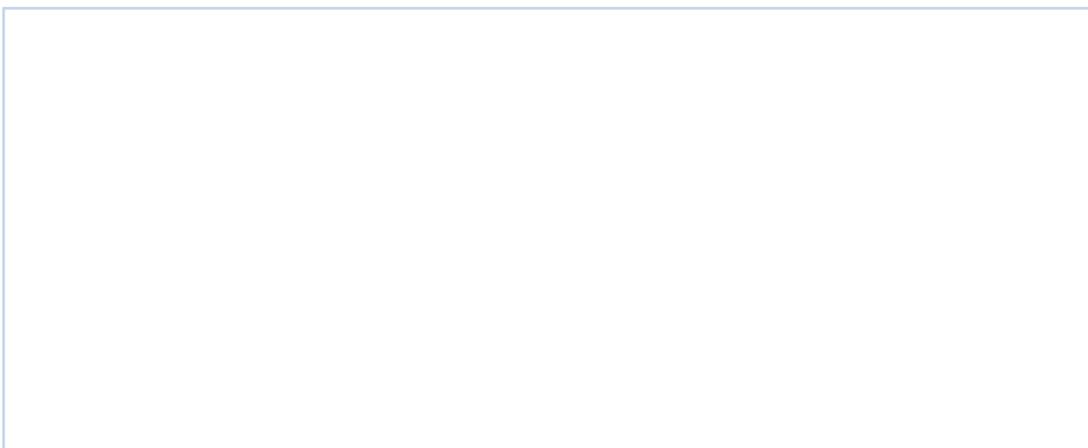
3. Describe **four** types of office equipment you could use to help your posture in the workplace. Explain the benefits of each piece of equipment.



4. Briefly explain **two** production guidelines or procedures and how they help in the preparation of presentations.



5. Choose **two** pieces of equipment needed to make or share a presentation. Briefly outline the features of each of these pieces of equipment.



6. Outline **three** features of a piece of software used for presentations.

7. 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.	<input type="checkbox"/>	<input type="checkbox"/>
Clarify the purpose of the presentation with the content author or presenter so you know what your presentation is about.	<input type="checkbox"/>	<input type="checkbox"/>
If you know how to use a computer, you will be able to use a data projector.	<input type="checkbox"/>	<input type="checkbox"/>
Having a hard copy of the presenter notes or audience handouts can add value to an electronic presentation.	<input type="checkbox"/>	<input type="checkbox"/>
Each person in your audience is likely to have approximately the same level of expertise in the subject as you, so you should pitch your presentation to the content you are comfortable with.	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
You need to understand legislative requirements to be confident your presentation complies with privacy and anti-discrimination laws and ethical principles.	<input type="checkbox"/>	<input type="checkbox"/>
Two popular methods of presentation include online and face to face.	<input type="checkbox"/>	<input type="checkbox"/>

Part B

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.

1. List all the unsafe work practices Angelina experiences.

2. Describe a solution for each of the unsafe practices you have listed.



Topic 2

Create presentations

The electronic presentation you create may need to be designed to meet specific organisational style requirements; for example, using the corporate logo and colours.

You will need to understand the functions of the software you will be using to make the most of its features for visual impact and emphasis. During the design process you will need to work within designated time lines to ensure the work is ready when it is needed. This may be to meet a client's requirements or be ready for a conference deadline. To meet the deadlines and overcome any issues that arise, you need to know how to access and use the various help functions and options available to you.

Although there are many different systems for producing presentations, this learner guide will primarily focus on PowerPoint 2016 using the latest Windows operating system.

In this topic you will learn how to:

- 2A Follow task and organisational requirements
- 2B Use software functions
- 2C Add balance and visual impact
- 2D Use advanced features to customise for the audience
- 2E Overcome issues using help functions

2A Follow task and organisational requirements

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 speaker 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.



When beginning the task of developing a presentation, you should have a good understanding of the requirements of the task, including the purpose, audience and presentation requirements. Producing a plan of your presentation before you begin will help you to keep on track. When creating a plan, consider the purpose of the presentation, the audience and the presentation method you will use.

Here is a review of the information you need to start planning the presentation.

Purpose

- What is your presentation about?
- Why is it needed?
- If you are in the workplace, discuss the purpose with your manager.

Audience

- Clarify the audience for your presentation; for example, colleagues at work or fellow students.
- Once you identify your audience, decide how much they already know about the subject you have chosen. This will help you determine how complex the content of your presentation should be.

Method of presentation

- Your presentation may be shown to others online or face to face in a meeting.
- You may need to design speaker and handout notes.

When this information has been clarified, you can prepare the content of your presentation using a storyboard. Here is an example:

- Slide 1 Title page with graphic
- Slide 2 Introductory page, bullet points for three major topics
- Slides 3–5 Content for topic 1
- Slides 6–8 Content for topic 2
- Slides 9–11 Content for topic 3
- Slide 12 Conclusion

Corporate image

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 in the banner on the bottom of each slide and use the company's corporate colours throughout the presentation. Many organisations require a particular look for the material they produce. By using a specific design layout, this will create a consistent and professional image that is instantly recognisable to clients and others outside the organisation.

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. You may need to discuss this with someone from the marketing and communications department to check which style is appropriate for use in a particular circumstance or for a certain audience, such as external clients. 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.

Organisational style guide

An organisational style guide will provide you with the specifications, instructions and design details for the format and final look of your presentation.

The purpose of the organisational style guide is to ensure consistency in the presentation and any documents produced by the organisation. This may include using standard templates or using the corporate letterhead or logos in appropriate places in your presentation.

Style guides may also outline rules for the type of words that are used in the document. For example, acronyms and jargon may be appropriate for internal review by managers, but may not be appropriate if the document is to be presented to customers or the general public.

In many cases, if a standard template is used, predefined styles will automatically appear in the document. Clarify the use of style guides for your organisation with your supervisor and colleagues.

Presentation templates may include layout and design information such as:

- Header and footer size
- Heading details such as type and size of font
- Colour schemes
- Maximum or minimum font size
- Recommended font types
- Spacing of text and paragraphs
- Specific layout designs
- Location of company logo and slogans, or other information such as version numbers
- Specifications on imported video
- Use of images, including sizes and dimensions

Example

Organisational style

Jenni has recently been employed as a marketing assistant for an ad agency called Impact. The company often uses presentations to communicate the requirements for its clients' marketing campaigns to the various teams. Jenni will use the standard templates to prepare for a meeting, but she will need to change the colour scheme to reflect the corporate colours of the client.

Here is a sample of the electronic design requirements contained in the template that Jenni will need to use:

- The company logo should appear on the top left.
- The date should appear on the bottom right.
- One heading should be used per slide.
- All headings to be Arial and all body text to be Times New Roman.
- All headings to be bold and in font size 24.
- All body text should be in font size 16.
- There should be approximately three bullet points per slide.
- Use square bullet points.
- Images must reflect and promote the content.



Practice task 4

Question 1

Explain why it is important that you find out information from your supervisor in relation to the following before you begin a task:

a) The purpose of the spreadsheet

b) The intended audience

Question 2

Explain why organisations have style and layout guides for electronic presentations. Provide an example for each of the following style elements:

- company logos
- version control
- bullet points for content
- headings.

Work to a deadline

Whenever you are given a work task, you need to determine a time line for its completion.

A time line is a plan for how long a task will take to complete. It also breaks the task into steps and details when each step needs to be completed by. Using a diary system and a to-do list can help you to prioritise tasks and keep on top of the time lines required for set tasks. For example, you may have to print hard copies of the handouts the day before the presentation so they can be delivered to the venue, or your organisation may require you to book in a printing job that may take a couple of days to be completed, e.g. printing double-sided and in colour.



In many cases, time lines are set and agreed with your stakeholders:

- Internal stakeholders are those that work at the same organisation as you, and may include colleagues in other departments, managers and supervisors.
- External stakeholders are those that are outside the organisation, including customers and suppliers.

Often your manager or supervisor will give you a deadline for completing a set task (e.g. prepare a draft letter by 2pm). Alternatively, you may have deadlines for completing regular work tasks, e.g. completing a monthly sales report or sending letters to customers who are overdue in paying an invoice by a certain number of days.

Meeting a deadline demonstrates your competency and professionalism in undertaking tasks. Make sure that when deadlines are set, they are both achievable and realistic.

If you have concerns that a deadline might not be met or you have conflicting work priorities, discuss this with your manager or supervisor as soon as possible. They may be able to assist you by suggesting how the deadline can be met or agreeing to adjust the time line for the 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	Tick when completed
Prepare an electronic presentation for Kyle for the board meeting.	10 May	<ul style="list-style-type: none">• Follow order outlined in storyboard.• Use organisational style guide including company logo and colours in headings and banners.• Use Arial bold for headings and Times New Roman for body text.• Draft ready by 7 May for rehearsal.• Print 17 copies of handouts after final review.	



Practice task 5

Question 1

Describe the steps you would take to prepare a presentation.

Question 2

If your manager made some new demands at the last minute, what might be the effect on your work?

Question 3

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

2B Use software functions

To design a professional and interesting presentation, you need to learn about the various software functions and features available to you.

This will enable you to prepare a presentation that has a consistent style and visual impact.

Here are some of the skills you will be able to perform in PowerPoint:

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



PowerPoint functions

Before you start to design your presentation, you should become familiar with some key 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. Look at the functions and descriptions outlined here.

Placeholders

Boxes with dotted lines that appear when you create a new slide. This is where you add your content.

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 Microsoft Word or Excel, as well as images or graphics.

Colour schemes

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

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 another slide in that same presentation, or to another software file or website.

Avoid distractions to improve readability

It is easy to overuse many of the features and functions available in PowerPoint software.

If your electronic presentation is too busy, it can distract your audience from the content and message you are trying to communicate. Try to keep the presentation clear, concise and easy to view on the screen. Your handouts should reflect the content in the slides and can expand on information where necessary.

The font size used in a presentation is larger than the font used in a regular Word document to allow people to view it from a distance. Projecting the slide show onto a wall or screen or allowing the viewer to watch the show on a screen allows for a good size magnification. This will improve the readability of content.

If the content of your presentation is 'heavy going' for your audience, e.g. it has a large amount of words and details, you can help to break up the content with an occasional light-hearted slide, such as a cartoon or quote relevant to the subject being delivered, or a high-resolution image, chart or diagram. This will enhance the readability and help maintain the interest level of the participants. Always keep the individual and group needs in mind when making design decisions. For example, consider whether there are any people with disability or cultural issues that should be considered when delivering the presentation.

Avoid the following distractions to improve the readability of your presentation.

Distractions may include:

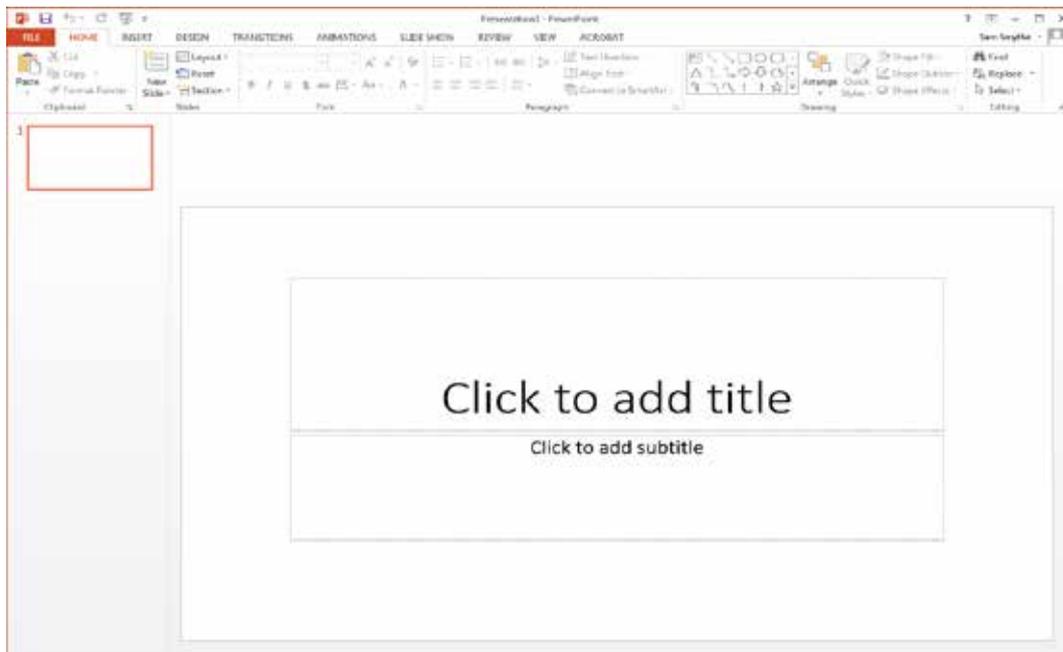
- heavy colour
- not enough colour contrast between the main text and the background
- distracting animation of words or illustrations
- irrelevant illustrations
- multiple transitions either within a slide or throughout the whole presentation
- overly busy or dominant backgrounds
- overuse of sound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



Practice task 6

Use PowerPoint to create a slideshow for your presentation by following these steps.

1. Open a blank presentation in PowerPoint. Select a layout for your slide by selecting the **Layout** drop-down menu in the **Home** tab. The option below is for a title and subtitle to be used.
2. To add content, simply click inside the placeholder (rectangular box) and enter the text you want.



3. To add additional slides that you need for your presentation, click **New Slide** in the **Home** tab.

4. To style a slide, select the **Design** tab and choose the slide style best suited to your organisation and the content.
5. Save your presentation using a suitable name.

Applying and creating templates

Templates store design information that you can apply to a presentation to consistently format the content on all slides.

When you create a template in PowerPoint you create a .potx file that captures any customisations you make to a slide master, layout and theme combination. 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 can create a template by creating one or more masters, adding layouts, then applying a theme.

To create a template, 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 menu search feature by typing 'create a new slide master' into the space next to the lightbulb icon. This will take you to this topic and other relevant topics with instructions to follow.

 Tell me what you want to do

Apply a layout by using the standard layouts that are built into PowerPoint 2016. If you want to customise your layout, refer to 'layout' in the help menu.

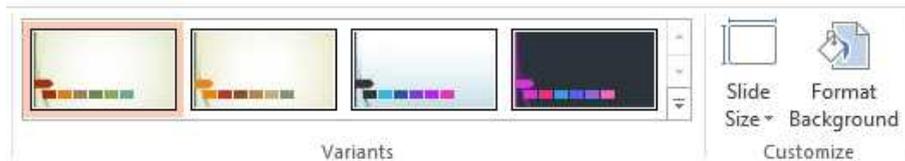
Once you have finished creating a template, go to the **File** tab, and then click **Save As**. Choose where you want to save the file. In the **File name** box, type an appropriate file name. In the **Save as type** drop-down menu, click **PowerPoint Template**, then click **Save**.

Background styles

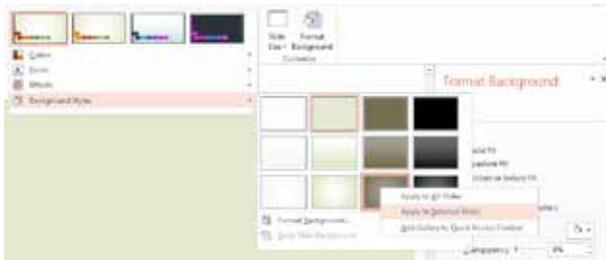
Background styles are background fill variations from different combinations of theme colours and background intensities in the current document theme.

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 on the left, then press and hold **Ctrl** while you select the other slides.



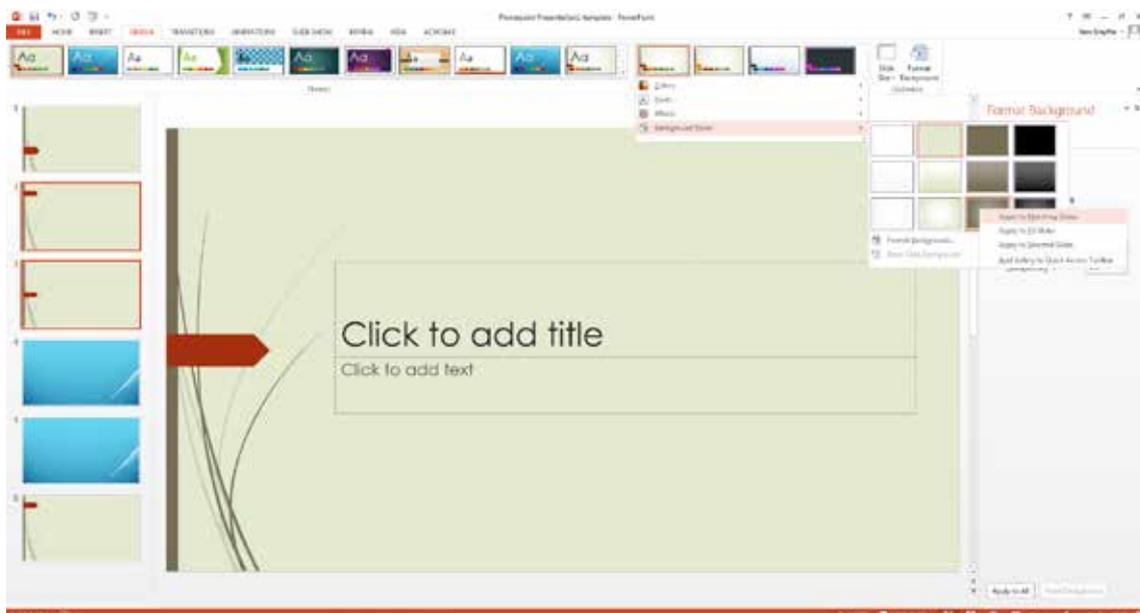
In the **Design** tab, click the arrow in the Variants group to open the drop-down menu. Hover over to **Background Styles** to view the options.



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 use the same slide master, click **Apply to Matching Slides**. This option is available only when your presentation contains multiple slide masters.





Practice task 7

Take the following steps to add content to your presentation.

1. Open your presentation and select the **Home** tab. Select the title slide. Click inside the placeholders and add a title and subtitle.
2. If you have chosen to use a title page with a graphic, select a suitable graphic via the **Insert** tab. There are various options available for inserting images and graphics. For example, you can select the **Pictures** icon to insert a picture saved on your computer or click **Online Pictures** to search for particular types of pictures.
3. Go to each of your slides by clicking on the thumbnails and add the content. You might also like to insert a graph by using the **Chart** icon or format content by clicking **SmartArt** and selecting from the options.
4. 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, you can press **Enter**, the **Spacebar** or an arrow key, or simply left-click your mouse.
5. If you want to change the sequence of your slides, click **View**, then **Slide Sorter**. This view allows you to see all your slides at once. You can click on and drag slides into a different sequence.
6. 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 playing your 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, select the **Slide Show** tab and click **From Beginning** to start your presentation. Right-click the slide that you want to write on. A drop-down menu will appear. Go to **Pointer Options**, and select either **Pen** or **Highlighter**. Hold down the left mouse button and drag to write or draw on your slides.

You can change the pen or highlighter colour by right-clicking the mouse and hovering over **Pointer Options**, then **Ink Color**. Select a colour of your choice.



To remove some or all of the pen 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 hover over **Screen** and select **Show/Hide Ink Markup**.

To turn off the pen or highlighter, right-click the slide, go to **Pointer Options** and click the **Arrow**.

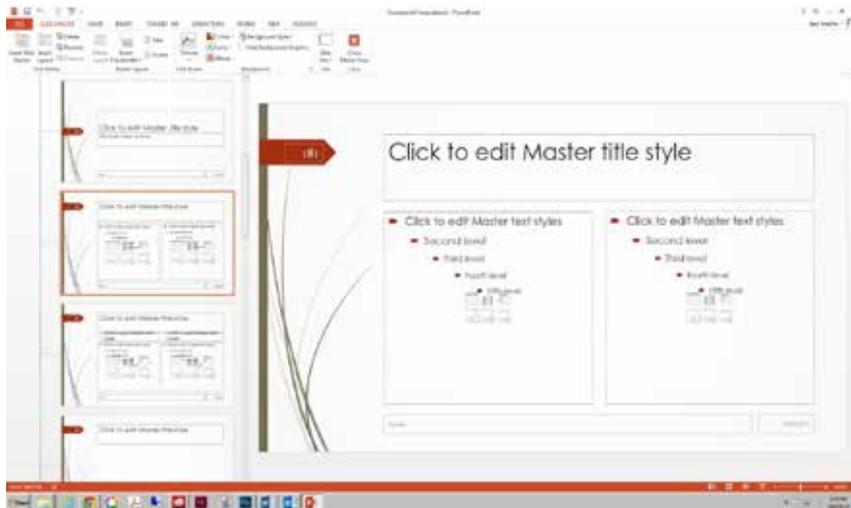
At the end of the slide show presentation, you will be prompted to either keep or discard the changes you made using a pen or highlighter. Choose one of the options to exit the slide show.

Apply a style

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

To apply a style, you will need to 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 each of these elements.



Practice task 8

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

1. Select the **View** tab, then click **Slide Master**.
2. Click on the top placeholder to add a heading. This will be the heading on all subsequent slides. However, you can still edit it if necessary when you switch to Normal view. Choose formatting to suit your title from the **Format** tab. By hovering over different WordArt styles, you can see the impact the style will have on your title. Select a style.
3. Click on the second placeholder and add text. Choose formatting to suit your text from the formatting toolbar. If you have written different levels of text, choose formatting to suit all levels.
4. To view your choices, select the **View** tab, then select **Normal**. If you are unhappy with your choices, go back and alter them.
5. To add footer information, select the **Insert** tab, then select **Header & Footer**. Tick the **Date and time** checkbox. The **Update automatically** button will be selected. This will make sure that the date and time on your presentation is always correct.
6. Tick the **Footer** checkbox and click inside the box to add a suitable footer for your presentation. Click **Apply to All**.
7. View your new style by going to the **Slide Show** tab.



Practice task 9

Read the case study, then complete the task that follows.

Case study

You have recently been employed as a marketing assistant for an organisation that manages marketing campaigns and provides marketing and promotional advice to clients.

The marketing manager has asked you to prepare a presentation for the marketing team, which consists of 10 staff from four different areas of the organisation. The purpose of the presentation is to communicate a marketing plan that has been developed for a client.

Your manager has provided you with the following information that needs to be included:

- description of the product and the variations in the range, including its special features, logo and corporate colours
- sales analysis figures for the last five years in an Excel spreadsheet
- characteristics of existing and potential customers
- description of the competitors and their market share
- market research outlining current market industry trends and market share
- marketing budget
- marketing strategy, including an advertising plan and promotional plan
- pricing strategy
- schedule of tasks with allocation of responsibilities.

Develop a storyboard to plan the presentation, ensuring that all information will be covered. The presentation should be no more than 20 slides.

2C

Add balance and visual impact

PowerPoint has many features that allow you to add visual impact and emphasis to certain parts of your presentation.

It is important to find the right balance when choosing the type and number of features to use. They can easily be overused and distract from the information you are trying to communicate. However, when used in the right way, they can create visual appeal and draw attention to important information.

Here are descriptions of several different presentation features.



Transition

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

Animation

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

Graphics

Images, charts, diagrams or photos can be inserted to add colour and visual impact.

Timing and pace

You can automatically control the transition time between each slide or when certain animations will occur.

Music, sound and video

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

Slide transitions



Slide transitions are the effects that occur in **Slide Show** view when you move from one slide to another. You can control the speed of each slide transition effect, and you can also add sound when changing slides.

PowerPoint includes many different types of slide transitions, including:

- | | |
|---|--|
| <ul style="list-style-type: none">• No transition• Blinds vertical• Box out• Checkerboard down• Comb vertical | <ul style="list-style-type: none">• Blinds horizontal• Box in• Checkerboard across• Comb horizontal |
|---|--|

To add a slide transition, go to the **Home** tab and select a slide thumbnail (ensure you are in **Normal View**).

Select the **Transitions** tab and choose a slide transition effect.

To set the slide transition speed, in the Timing section, change the settings in **Duration** to increase or decrease the speed.

Click **Apply to All** to add the same slide transition to all of the slides in your presentation.

To add different slide transitions to the slides in your presentation, repeat these steps for each of your slides.

To add sound to slide transitions, click the arrow next to **Transition Sound**. 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, then click **OK**.

To add different sounds to each slide transition, click on each slide and select a sound from the drop-down menu.

Adding graphics and illustrations

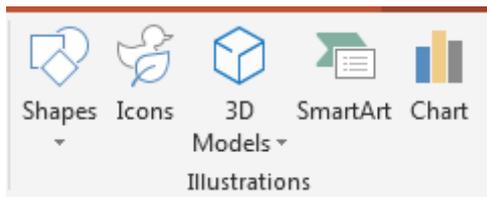
You can easily insert photos from file or online pictures, shapes and charts.

Graphics can be included in your presentation by selecting the **Insert** tab and choosing from the **Images** and **Illustrations** groupings.

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.



To add an illustration, go to the **Insert** tab and click **SmartArt**.



In the dialog box, click the type and layout you want. You can enter your text either by clicking a shape in your SmartArt graphic and typing in your text directly or by opening the **Text Pane** from the **Design** tab under SmartArt Tools. The text you enter for each bullet point will appear in different parts of your SmartArt graphic.

Animation

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

You may wish to add animation to your SmartArt graphic to draw the viewer's attention or stimulate interest. For example, you can make a shape fly in from one side of your screen or slowly fade into view.

To decide which animation works best with the layout of 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.

The animations that are available depend on the layout you choose for your SmartArt graphic.

To animate your SmartArt graphic, click on it and go to the **Animations** tab, then select the animation you want to apply. You can customise an animation using **Effect Options** in the Animation section. Here, you can choose to animate all of the shapes in the SmartArt at once or one shape at a time.

To add sound, go to the **Animations** tab and select **Animation Pane**. A panel will appear on the right. Click the arrow next to it and select **Effect Options** from the drop-down menu.

In the dialog box, click the arrow next to **Sound**, then either select a sound from the list or select **Other Sound...** to locate a sound file on your computer.

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

You can view your animations at any time by going to the appropriate slide and clicking the **Preview** button in the **Animations** tab.

Timing and pace

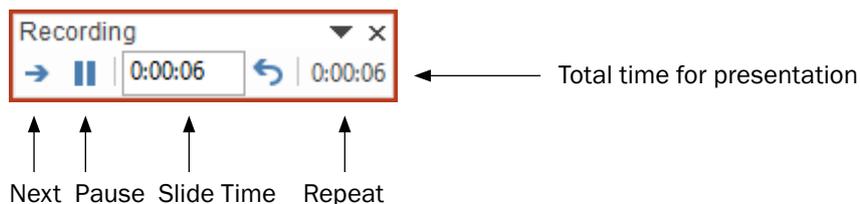
The timing and pace of a presentation are important to get right.

You may choose to manually control how the slides and content of your presentation will be displayed. Alternatively, 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 in the slide, and how much emphasis you want to place on the information.



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

To do this, go to the **Slide Show** tab, then click **Rehearse Timings**. The **Rehearsal** toolbar will appear, and the **Slide Time** box will begin timing the presentation.



While you time your presentation, you can take the following actions:

- To move to the next slide, click **Next**.
- To temporarily stop recording the presentation, click **Pause**, then click **Pause** again to continue recording.
- To restart recording the time for the current slide, click **Repeat**.

After you set the time for the last slide, a message box will display the total time for the presentation and prompt you to do one of the following:

- To keep the recorded slide timings, click **Yes**.
- To discard the recorded slide timings, click **No**.

The Slide Sorter view will then appear and display the time recorded for 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, you can turn the slide timings off by going to the **Slide Show** tab and deselecting the **Use Timings** checkbox. You can turn the slide timings on again by ticking this box.

Music, sound and video

To make a multimedia presentation you can add music, sound or video.

These can be added from files on your computer. Ensure speakers are properly set up to be able to play sound and music in your presentation.

To add music or sound, view the presentation in **Normal** view. Go to the **Insert** tab and select **Video** or **Audio** from the Media group.

Video may be located either online or on your computer. You can choose to either record your own audio or to insert it from your computer.

Once you have inserted a video, 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 10

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

	True	False
A transition is the style used to move from one slide to another.	<input type="checkbox"/>	<input type="checkbox"/>
The same transitions must be applied to all the slides in your presentation.	<input type="checkbox"/>	<input type="checkbox"/>
Examples of graphics that you can insert into a presentation are photos, shapes, cartoons and charts.	<input type="checkbox"/>	<input type="checkbox"/>
You can insert hierarchical charts, pyramids or arrows with text using SmartArt.	<input type="checkbox"/>	<input type="checkbox"/>
You can never have enough animation because it adds interest to your presentation.	<input type="checkbox"/>	<input type="checkbox"/>
Your presentation must be in slide view before inserting sound or video.	<input type="checkbox"/>	<input type="checkbox"/>
Presentation features such as colour, movement, video, sound and animation add more dimensions to the presentation beyond talking and text dot points.	<input type="checkbox"/>	<input type="checkbox"/>
You create a multimedia presentation when you add music, sound or video to your presentation.	<input type="checkbox"/>	<input type="checkbox"/>

2D

Use advanced features to customise for the audience

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. Custom shows allow you to adapt a single presentation for a variety of audiences. You can use a custom show to present or create a hyperlink to an independent group of slides in your presentation.

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.

Here are some examples of how the custom show feature can be used.



Custom show features for different audiences

- One group requires only brief introductory information and then the advanced information at a later date.
- One group requires an extended version of the introductory information, before proceeding onto the advanced information.
- One group requires additional supporting material, such as details on charts or data.

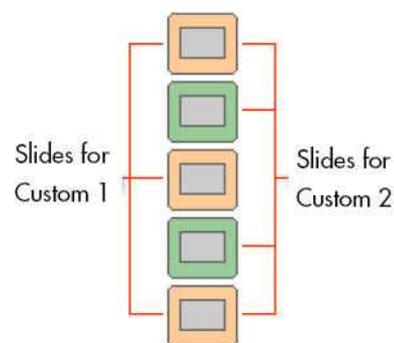
Custom shows

You can use a custom show to give a more targeted presentation to different groups of people.

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.

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 this show from the primary presentation.



You can also use a hyperlinked custom show to create a table of contents or agenda slide. This is similar to a webpage 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.

To create a custom show, go to the **Slide Show** tab and click **Custom Slide Show**, then select **Custom Shows**.

In the Custom Shows dialog box, click **New**. Under Slides in presentation, select all the slides that you want to include in the custom show, then click **Add**.

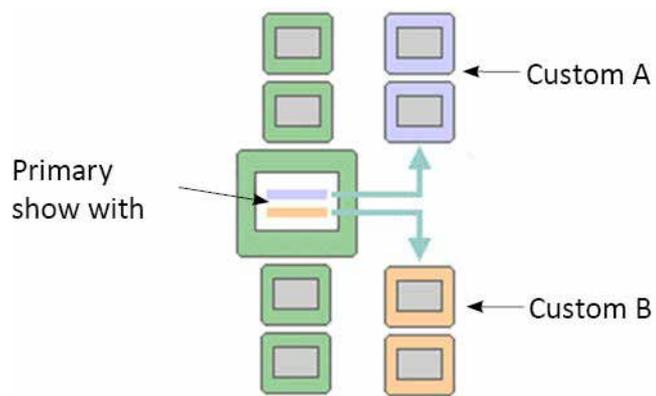
To change the order in which slides appear, under Slides in custom show, click a slide, and then click on the arrows to move the slide up or down in the list.

Type a name in the Slide show name box, then click **OK**.

To preview a custom show, click the name of the show in the Custom Shows dialog box, and then click **Show**.

To preview a custom show, go to the **Slide Show** tab and click **Custom Slide Show**. Then select the name of the custom show from the drop-down menu.

You can also click **Set Up Slide Show**. In the dialog box under Show slides, click **Custom Show**, and then click the custom show that you want to present. Click **OK**. The custom show you have selected will now be presented when you play the slide show.



Practice task 11

Take the following steps to create a hyperlinked custom show.

1. Open or create a presentation with a minimum of five slides.
2. Select the **Slide Show** tab and click **Custom Slide Show**, then select **Custom Shows**.
3. Select **New** and, under Slides in presentation, tick the title slide and three additional slides, then click **Add**.
4. Arrange slides in the order you desire by using the arrows to move the slides up or down.
5. Next to Slide show name, type 'Custom show 1', then click **OK**.
6. On the title slide, type 'Go to custom show'. Select the textbox and click on the **Insert** tab, then click **Link**.
7. In the dialog box, select **Place in This Document**. Select 'Custom show 1' from the menu, then tick the **Show and return** checkbox and click **OK**.

2E

Overcome issues using help functions

You may experience problems when producing an electronic presentation.

For instance, you may find it difficult to use or locate a particular software function, and may not 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 an IT helpdesk or support staff to assist employees.



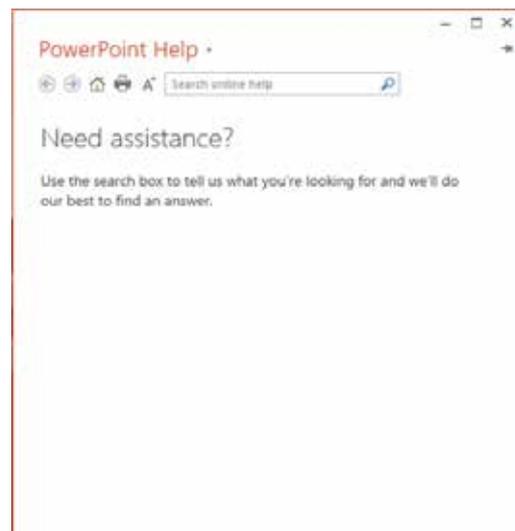
Using help functions

If you require information or instructions on how to do something, you can hover over different icons with your mouse or seek assistance in help.

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 information on using the features of the program more effectively.

Microsoft PowerPoint 2016 provides a description of each icon or function on the screen which can be displayed by hovering over the icon.

Alternatively, you can ask for help at any time by pressing the F1 key or by using the search box. Simply type in the keyword or phrase that you need help with in the search box at the top of the screen, and a list of options will be displayed to choose from.



You can navigate the help window in the same way you would navigate the internet in a web browser, by clicking hyperlinks to different pages.

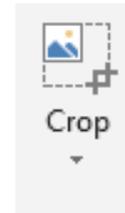
Taking screenshots

It can be helpful to take a screenshot to communicate the issue you are having to someone else.

A screenshot captures the image of your computer screen in its current state, including any error messages that are being displayed. If you are having a particular issue with your computer that is difficult to describe, it can be useful to take a screenshot and send this image in an email to the IT department or a colleague who may be able to assist.

To take a screenshot, press the print screen icon on your keyboard. This may be displayed as an abbreviation, such as 'PrtScn'. Then simply insert the image into an email by pressing **Ctrl+V** on the keyboard or by right-clicking the mouse and selecting **Paste** from the drop-down menu.

If you are using two screens, the image will show both of your screens. You may need to crop part of the image to focus on the issue you are having, such as an error message. To do this, click on the image and under the **Format** tab, select **Crop**. Then you can simply drag the edges of the image in to focus on the issue.



Manuals and training

Most software comes with a user manual which describes the features and provides step-by-step instructions for its use.

Manuals include information about functions of the software and on maintenance, use and any health and safety issues related to equipment needed to use the 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.



<http://aspirelr.link/microsoft-support>

This is Microsoft's main site for finding help to solve problems for all Microsoft products. You can ask questions online and download files, including service packs, drivers and patches.

<http://aspirelr.link/microsoft-office>

This site provides resources for all Microsoft Office applications. It has news and announcements, as well as useful files that you can download. If you are connected to the internet, you can open this site by selecting help in any Office application. You may need to click on the bottom right of the window to allow access to Office.com.

Another resource you can refer to is training material. Training courses usually provide a comprehensive set of instructions or notes that are worth keeping for future reference.

You may have been to a training course to learn a particular computer function or you may have received training or induction materials when you started a new job.

You may need to refer back to your training notes whenever you need help with a specific program or function.

Example

Help for overcoming issues

Mohana works as a personal assistant to a manager in a large organisation. One of her roles is to produce PowerPoint presentations based on content and information provided to her by her manager. Mohana often refers to the help functions to assist her in making the most of the software and as a way of increasing her skills. If she is unaware of what a screen icon's function is, she hovers over the icon with her mouse and reads the bubble displayed.

Sometimes Mohana uses Microsoft's support website to find solutions to software problems that cannot be solved using the help function. There are manuals available in Mohana's workplace and she has photocopied the pages she refers to most frequently. She also keeps electronic copies in a help folder on her desktop.

A couple of times she has not been able to find the information herself, and has needed to ask her colleague Lauren for help. Lauren is always happy to help and offer advice and new ideas for how to do something.



Practice task 12

Question 1

Imagine you have forgotten how to apply transitions to slides and you need a reminder to get you started. What would you do? Where would you go for assistance?

Question 2

Outline the steps you would take to solve software problems when producing an electronic presentation.



Summary

- An organisational style guide outlines a preferred style, such as inclusion of a logo or corporate colours. It is important the audience is not distracted by unnecessary features.
- Use a diary system or checklist to help you to prioritise tasks and keep on top of the time lines required for set tasks.
- An interesting presentation will include visually attractive features to add impact and emphasis to the content, such as graphics, sound and transition options.
- If your electronic presentation is too busy, it can distract your audience from the content you are trying to communicate.
- You can streamline and customise your presentation to meet the needs of several different audiences with basic and hyperlinked custom shows.
- Make sure you are familiar with how to access help and assistance if you encounter problems to avoid delays in preparing your presentation by the due date.
- Use paper-based user manuals and training documents as well as online help material to overcome problems when producing electronic presentations.



Learning checkpoint 2

Create presentations

Part A

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

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 details to fill the slides that made up the presentation.

Claire found a PowerPoint document on the company's database dated from the previous year that had a similar title. She deleted the existing information and then updated the document with the information she was given. Claire noticed this was an older version of Microsoft PowerPoint and she wasted a lot of time trying to find the particular features and functions because she was unfamiliar with this older version. Claire then produced speaker notes that contained additional, detailed information.

Claire was under pressure trying to complete the presentation in time for the session with clients. She was planning to do a trial run and practise the presentation in the hours leading up to the meeting. However, there were problems with the technology and getting an internet connection for the hyperlinks. In the end she didn't get these to work and so decided to talk through these slides rather than showing different websites for legislation.

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. Her supervisor was unhappy because the style and layout used for the slides showed an outdated version of the company's logo and corporate colours.

1. Describe **three** things Claire should have done before producing the presentation to avoid the issues that occurred.

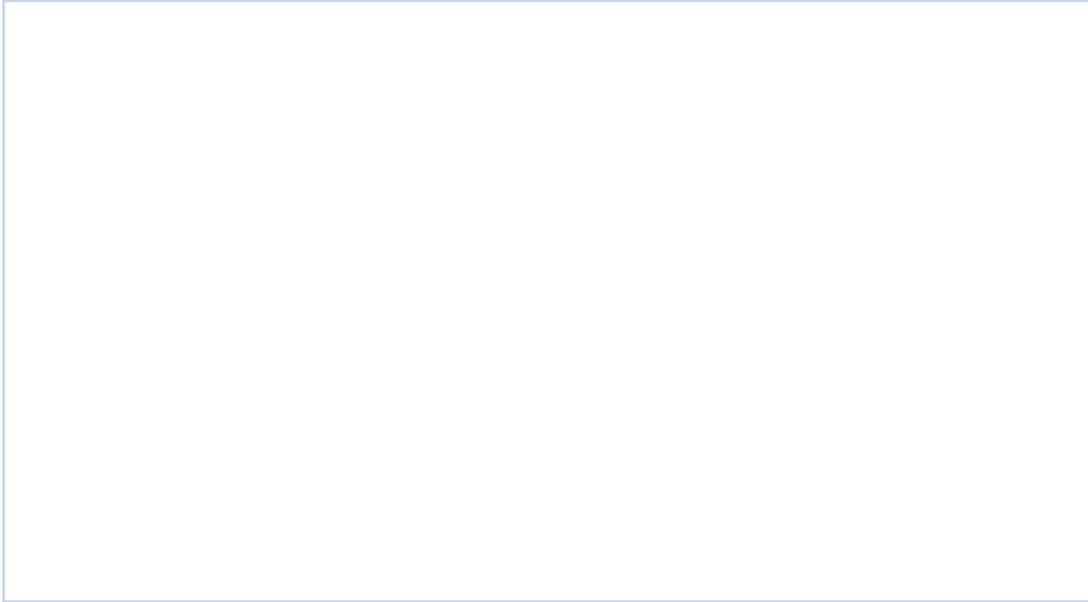
2. Describe **three** presentation functions Claire could have added to her presentation to make it more interesting to her audience.

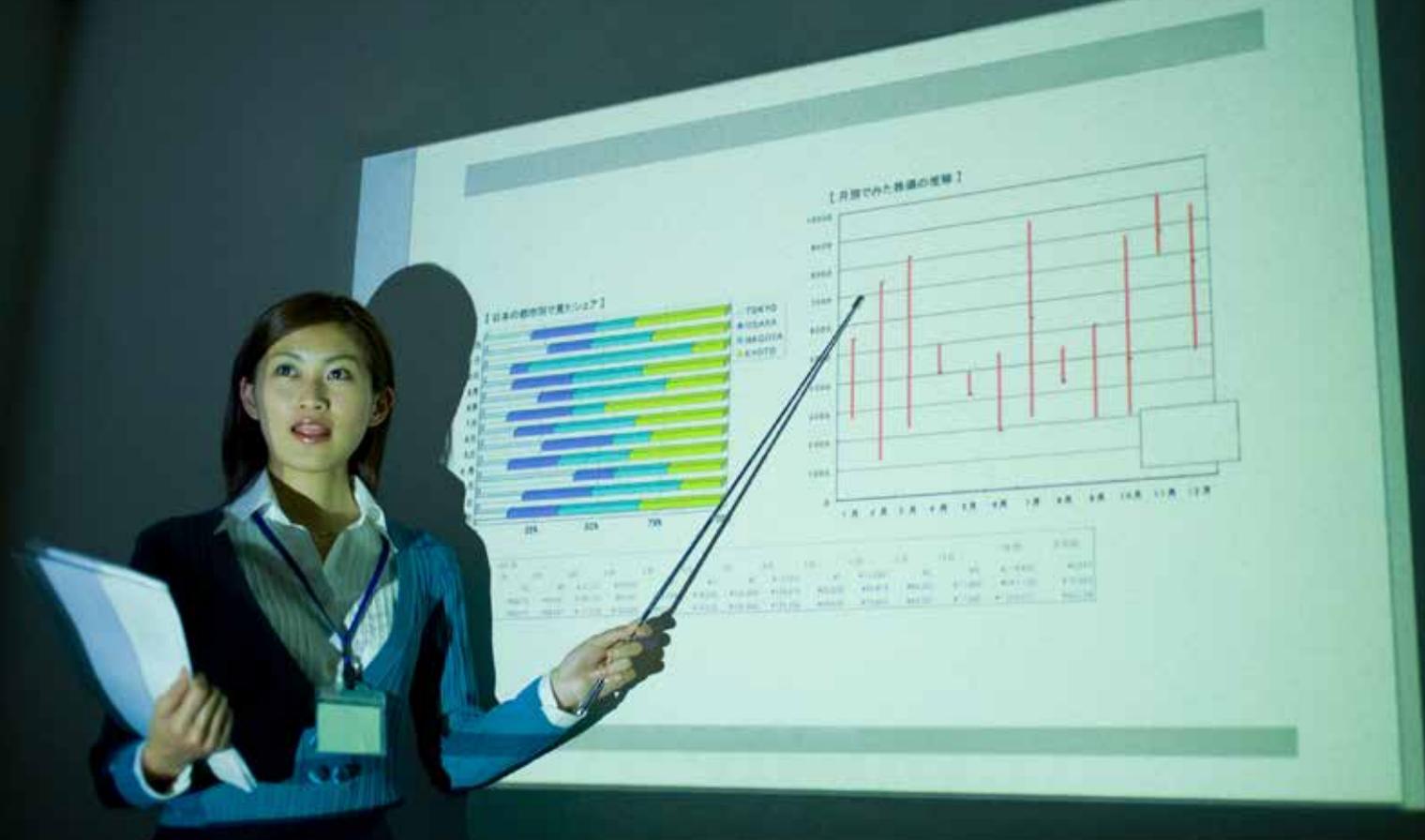
3. Why was Claire's boss disappointed that she didn't use the style guide and recommended template for her presentation?

4. How could a custom slide show have been useful to Claire?

5. Where could Claire have accessed some help when using the older version of PowerPoint?

6. Give **three** examples of what Claire could do to improve the readability of the presentation.





Topic 3

Finalise presentations

The quality and content of your electronic presentation reflects the professionalism of your organisation.

To complete a professional presentation to a high standard, you need to ensure that your presentation is carefully proofread and that all associated printed materials are accurate and informative. They need to be checked to make sure they meet style and layout specifications.

You need to allow time to edit and proofread before they are printed, published or distributed. You may need to check style and layout specifications and look out for spelling and grammatical errors.

Electronic presentations need to be saved and stored securely to eliminate the possibility of loss or damage of data and information. There are several methods of ensuring safe storage.

In this topic you will learn how to:

- 3A Proofread your presentation
- 3B Finalise and print your presentation
- 3C Store your presentation

3A Proofread your presentation

Your presentation needs to be checked for spelling, grammar, consistency and style.

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. You can proofread your work by closely reading it yourself first, then getting someone else to read it.

Editing is also used to check that documents meet organisational layout requirements, and to identify and correct errors in grammar, punctuation and spelling.

Remember to clarify instructions if you are unsure and ask about what else may be needed in the document. If you have your own ideas on how the content or format could be improved, discuss these with your supervisor.

Spelling

Never rely entirely on the spell-check function on your computer. It only identifies spelling errors, not words that have been used incorrectly. Words may also be spelled in different ways; for example, American and Australian spellings of words such as organize/organise. Check your organisation's style manual or ask your manager if you are unsure.

Grammar

Grammar and punctuation suggestions made by software applications are not always correct. Check them yourself before accepting the suggested change.

Style

Style should be consistent throughout the document. Make sure headers and footers are correct, and that the font is consistent throughout. Check your organisation's style manual or ask your supervisor if you are unsure.

Numerical data

If you are working with numbers, match your document with the original figures you were given and make sure they are accurate. It is easy to make a mistake when entering a lot of numerical data into a document.

Spelling and grammar check

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 a colleague or supervisor to determine the requirements of your organisation. Then, make the necessary alterations to the style of your presentation. Your colleague may be happy to read over your presentation and offer some advice on grammar or identify spelling mistakes that were missed.

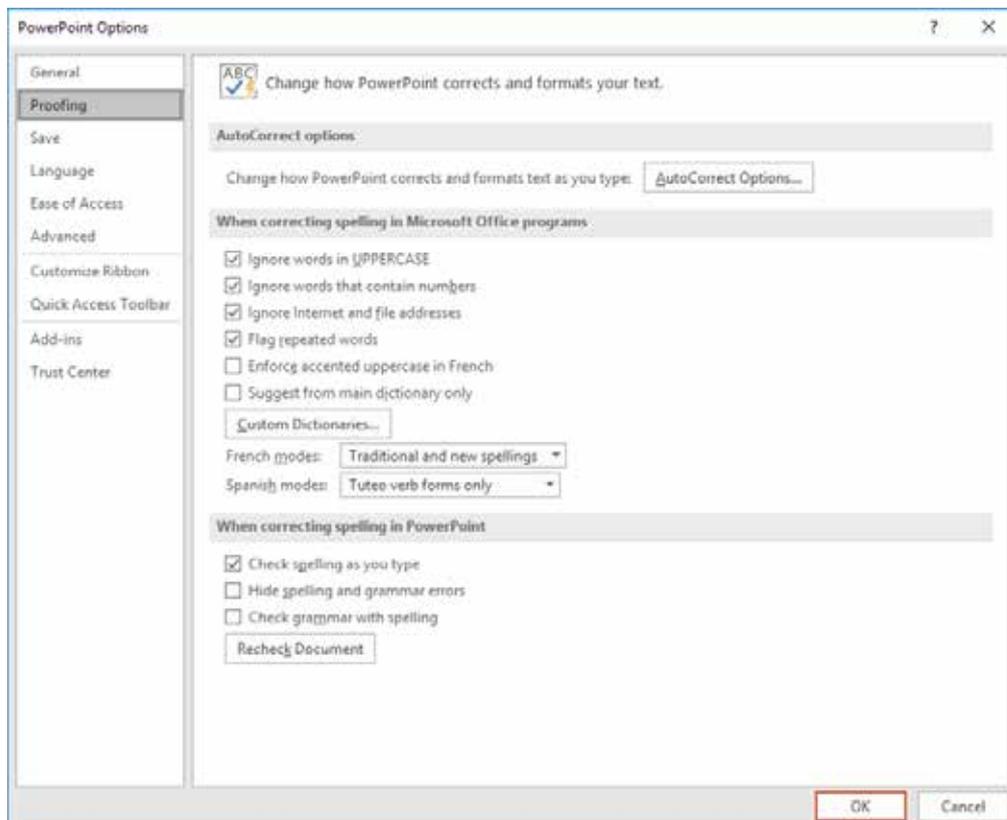
To check the spelling and grammar of your presentation, open your presentation and select the **Review** tab from the ribbon. Click on the **ABC Spelling** icon at the top left of the screen.

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

To correct a misspelled word, right-click a word that has a wavy red underline. If the word appears in the drop-down list, click the word that you want to replace the misspelled or mistyped word with.

If a red wavy line appears underneath a word that has been spelt correctly, it is not in the built-in dictionary. To add it to the dictionary, right-click the word and select **Add to Dictionary**.

To turn the automatic spelling and grammar check on or off, go to the **File** tab and click **Options**. Click **Proofing**. Under When correcting spelling in PowerPoint, tick the checkbox next to **Hide spelling and grammar errors**, then click **OK**.



AutoCorrect

The AutoCorrect function in PowerPoint 2016 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.

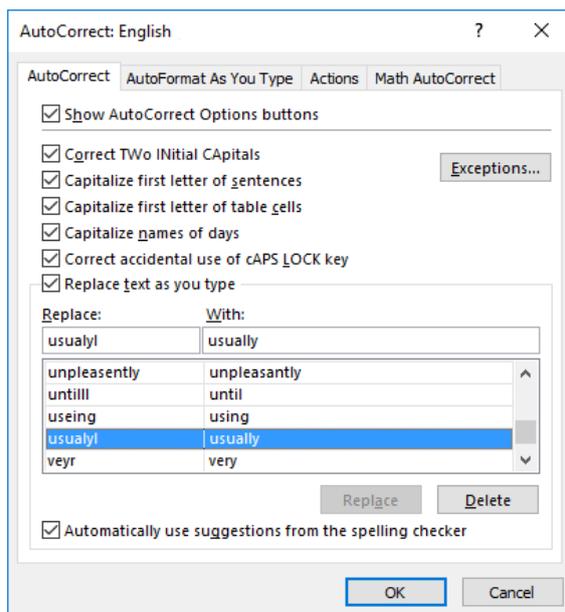
The AutoCorrect feature also includes a series of parallel lists, where a particular word typed can be automatically replaced by another word.

For example, the AutoCorrect feature can be used to:

- automatically correct typing errors and misspelled words; for example, if you type 'teh' instead of 'the'
- insert symbols; for example, you can type :-) to insert a smiley emoji.

To adjust AutoCorrect settings, go to the **File** tab and select **Options**. Click on the **Proofing** tab and select **AutoCorrect Options**. Here you can add, delete and amend AutoCorrect options.

To add an entry to the list of automatic corrections, select the **AutoCorrect** tab. In the **Replace** box, type a word or phrase that you often mistype or misspell (e.g. 'usualy'). In the **With** box, type the correct spelling of the word (e.g. 'usually'). Click **Add**.





Practice task 13

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

Soar Throats

Coursed by:

- contagius Virusess;
- Infraction in tonsilis
- Bactaria such As strepp throat
- Alegory from polan or cats and dog's

Question 1

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

Question 2

Why shouldn't you rely on spell check to identify spelling mistakes in your presentation?

3B

Finalise and print your presentation

Hard copies are useful for the presenter to refer to while they present the slides to a group.

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 (e.g. 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.



Discuss what the presenter requires before printing, as alterations may be required. It is better to do the final corrections and alterations at this stage before going any further and printing multiple handouts or having the presenter find mistakes at the last minute.

You may also need to assemble other presentation materials, such as:

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

Creating handouts

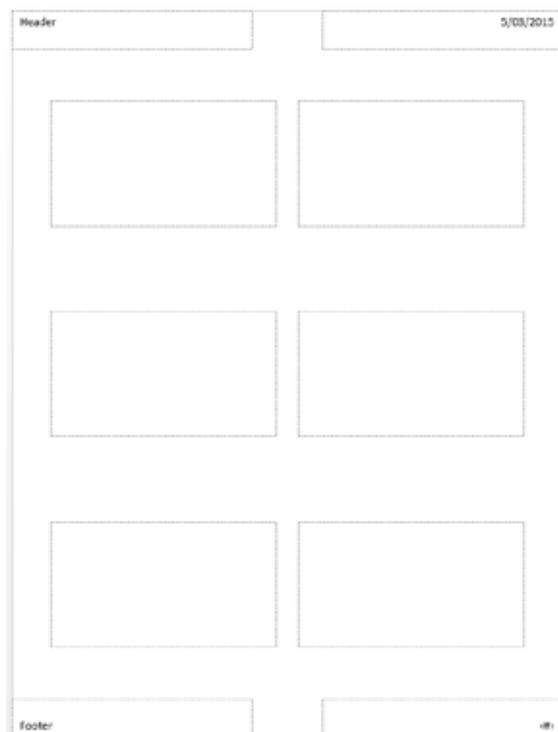
PowerPoint allows you to create audience handouts that can be viewed, edited or printed along with a presentation.

Handouts are basically thumbnails of slides printed together in a hard copy that can be given to participants in a face-to-face delivery.

Handouts can be customised to suit specific requirements to make them consistent. Just as the **Slide Master** is used to make the style of your slides consistent, the **Handout Master** is used to add information to your handouts. This will then be reproduced on all of the handouts in your presentation.

Keep in mind that the information you add using the **Handout Master** will only appear on your handouts, not on your slides.

Go to the **View** tab and select **Handout Master**. You will see a template displaying blank outlines of your slides.



In the handout template area there are four editable regions (on the four corners of the page). These include:

- header area
- footer area
- date area
- slide number area.

Click on the **header area**. The placeholders will be displayed.

To see more clearly, use the zoom function in the bottom right-hand toolbar to zoom in.



Enter a suitable header for your presentation. Enter relevant information in the **Date**, **Footer** and **Number** areas.

The information you have entered on the **Handout Master** will appear on all handouts you print for your presentation.

Printing 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. Consider the readability and function of the handouts. For example, if you print the maximum number of slides per page, there will be little room for notes. The readability of the information may also be affected as the font may be too small to read.

To print out an exact replica of your presentation slides, select the **File** tab and click on the **Print** tab. Click on the second drop-down menu under Settings to choose a handout layout option to print.

For example, the **3 Slides** option under Handouts provides three slides on each page with lines for the audience to take notes.

To specify the page orientation, select the fifth drop-down menu under Settings. Here you can choose either **Portrait Orientation** or **Landscape Orientation**.

If you want to print handouts in colour, select a colour printer from the drop-down menu under Printer. Then select the last drop-down menu under Settings and click **Color**. Select **Print** to print the handout notes.



Printing an outline

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. For example, you may decide to add new information or rearrange the old information.

To print an outline of your presentation, click the **File** tab and select **Print**. Select the second drop-down menu under Settings and select **Outline**, then click **Print**.



Practice task 14

Question 1

How can printed handouts be helpful for the audience in a face-to-face presentation?

Question 2

How can printed speaker notes help when giving a presentation?

Question 3

Why is printing an outline of your presentation useful?

3C

Store your presentation

How you store your presentation depends on the requirements of your organisation and who needs to access the presentation.

If your presentation needs to be available to all your colleagues, you should store it in an appropriate place on the organisation's server. Your colleagues can then access the presentation from their workstation, as long as they have PowerPoint installed on their computers.

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

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

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

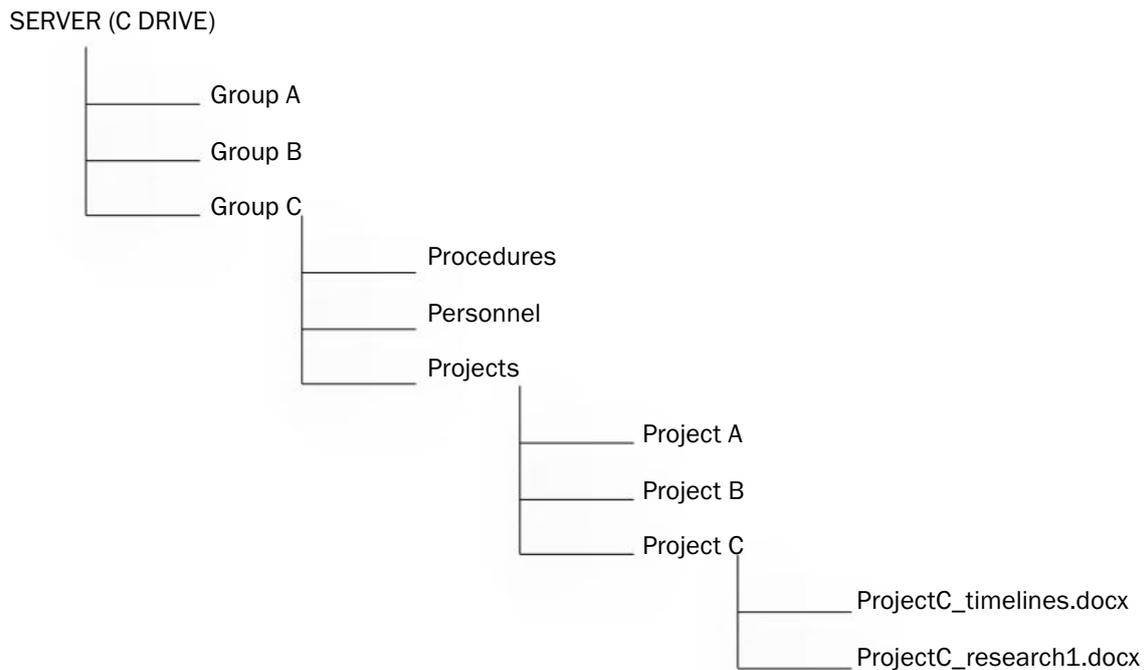
Folders are used to organise files so they are easier to locate.

Each organisation uses folder structures and naming standards to ensure that all files are stored in the correct location. Folders have a treelike structure that branches from a parent directory to sub-folders in a hierarchical structure.

If your organisation has a network, you may have shared directories and folders that several staff have access to. 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.

Advantages of shared directories and naming standards

- Organised files are easy to find. For example, it is much easier to find one file in 10 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.
- Work is less likely to be duplicated, as staff can check if a document has already been created.
- It is easy to share documents between employees.
- Files stored in shared directories are usually backed up on a regular basis.
- Virus scans are normally run on shared folders on a regular basis.



In the example structure above, the server has three folders for three separate work groups:

- Group A
- Group B
- Group C

Group C has three major folders:

- Personnel
- Procedures
- Projects

The Projects folder includes:

- Project A
- Project B
- Project C

Project C has two documents (or files):

- ProjectC_timelines.docx
- ProjectC_research1.docx

The file path for retrieving a document starts at the server and ends when the correct document is located. For example, to reach ProjectC_timelines.docx, the file path to follow 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. Before deleting any files, check which projects or clients you need to keep files for by asking your supervisor. 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.



Hard-copy storage

Many documents 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. 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.

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

Prevent data loss

After creating or modifying an electronic document, you need to exit the software application without causing damage or loss of data.

Data loss can occur when a computer program stops performing its expected function. Often the program, or even the whole computer, may appear to freeze. Data may be accidentally erased or corrupted and made inaccessible.

The main cause of data loss is human error. Below are a number of precautions you can take to prevent data loss.

Work on one document at a time

Try to work on only one document at a time. If you need to work with multiple applications open, you should close applications when they are no longer needed. This will help your computer work more efficiently and will help to prevent data loss in the event of computer failure.

Lock unattended workstations

Data loss can occur if someone else tampers with your work. If you are working on a document, ensure you lock your computer or exit the application before leaving your workstation.

Use virus protection

Other causes of data loss include damage from viruses, operating system or application software bugs and failed upgrades. Using virus protection programs and frequently updating software can help to prevent data loss.

Prevent computer malfunction

If your computer starts to make unusual noises or display warning messages, save your work, then shut down the computer immediately and do not turn it back on until you have received advice from an IT support person.

Use the correct exit procedure

Before shutting down your computer, exit all programs by selecting the exit button, which is generally located in the top right corner of the window. Ensure you save your work first. If you have recently made changes to your presentation, you will usually be prompted to save before exiting.

Network/operating system logons and security

Passwords may be required to ensure that only authorised users are able to access certain files and information.

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 directories or individual files.

Most organisations have networks made up of multiple computers. Before employees can use a computer that is connected to the network, they must be issued a login 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. Your IT support person should be able to give you advice on this. Alternatively, refer to the organisational policies and procedures for password protection.

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 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 six to eight characters long.

Protecting individual files

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

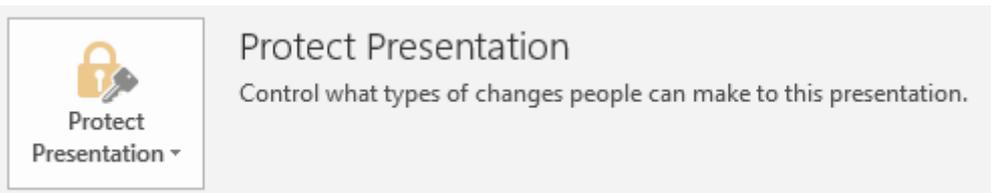
- a password to open the file, which allows the file to be viewed and printed
- a password to modify the file, which will let the user make changes to it.



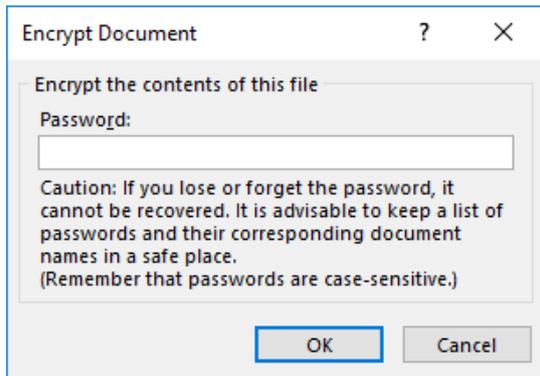
Practice task 15

In the following exercise, you are required to password-protect your presentation.

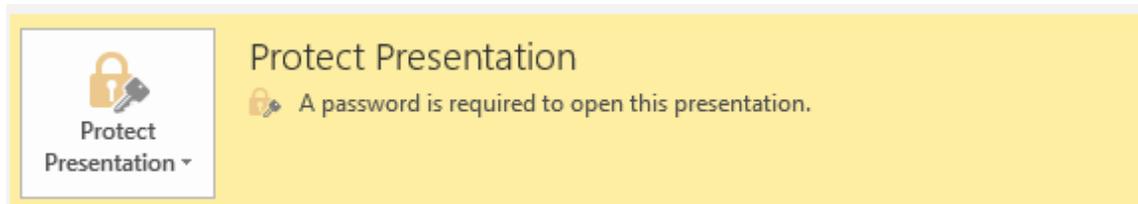
1. In your presentation, go to the **File** tab. **Info** is selected by default.
2. Click **Protect Presentation** and select **Encrypt with Password** from the drop-down menu.



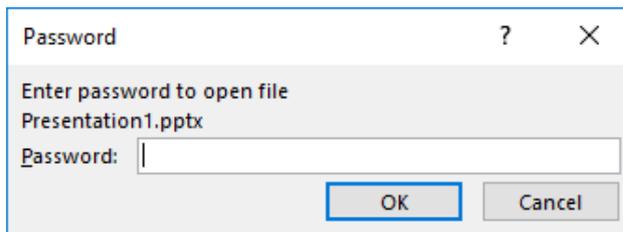
3. In the Password box, type a password and click **OK**. In the **Confirm password field**, re-enter the password and click **OK**.



Protect Presentation will now be highlighted in a yellow cell.



4. Save and close your presentation.
5. Reopen your document using your new password to check that it's working correctly. Close your document.



Summary

- A presentation needs to be checked for spelling, grammar, consistency and style.
- 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.
- You can print out handouts, notes and outlines of your presentation.
- Your organisation will have a folder structure and naming standards to ensure that all files are stored in the correct location.
- 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.
- The main cause of data loss is human error. Take steps to prevent data loss from occurring.



Learning checkpoint 3

Finalise presentations

Part A

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

Case study

John works for a small not-for-profit organisation. Part of his job is to create a monthly presentation to send out via email to the organisation's clients. The content and format of the presentation follows a standard outline, and John's supervisor is happy with the comments he has received from clients about how easy it is to read and understand. John always has a short time line in which to get the presentation prepared because he is often held up waiting for contributions from others in the organisation.

John thinks the presentation looks outdated and has decided that he will change the style by changing the font type and adding some bright images and the logo in the footer. John wants to show his boss he has initiative, so he doesn't get a colleague to proofread the presentation as he normally would.

1. What instructions should John follow to produce the presentation?

2. Do you think John is right to make changes to the presentation?

3. Why is it important to get the presentation proofread before it is distributed to others?

4. Explain what methods of proofreading presentations John could use to make sure the presentation is accurate and error-free.

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. While working on the presentation, he kept other documents open in the background, including two other PowerPoint presentations he had been working on and an Excel spreadsheet.

Jonah has created 10 slides and has almost finished the presentation. He leaves his desk to make a cup of tea, leaving the documents open and his workstation unlocked. When he returns, he finds the screen has frozen and he cannot get any functions to work. After a few moments, he gains control and checks his presentation. He is alarmed to find that he has lost half of the presentation and only the first five slides remain.

1. What steps could Jonah have taken to avoid losing his work?

2. How can saving and naming procedures be helpful if Jonah fell sick and was away for a few days before an important deadline?

