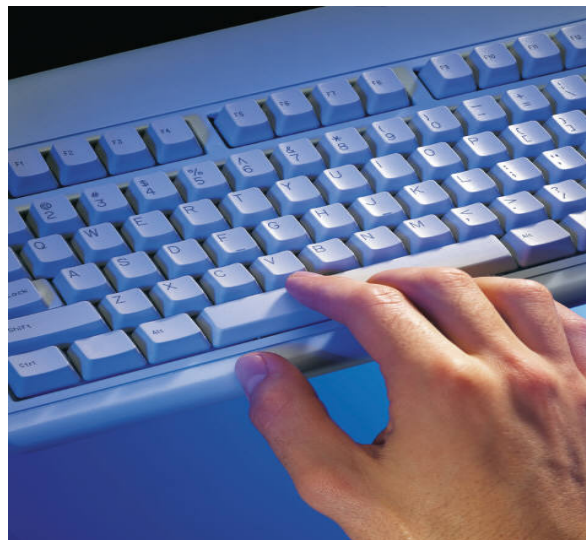




Candidate Resource and Assessment

BSBITU302A

Create Electronic Presentations



Whether as an individual, or as part of a group, real progress depends on entering whole-heartedly into the process and being motivated to make you a more deeply satisfied human being.

Focusing on your training needs



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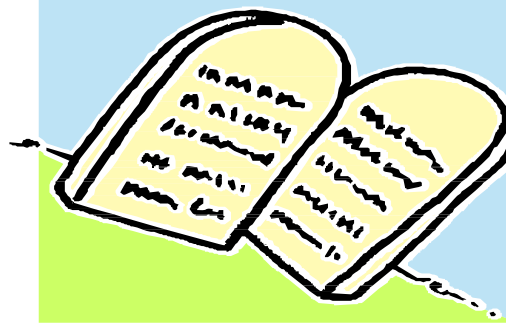
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"You're either part of the solution or part of the problem".

Eldridge Cleaver

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SAMPLE

Focus on

Your Area of Influence

Use considered risk taking in your 'grey' area

And others will follow you!

Legend	This course is divided into several sections of learning. Each section begins with the title of the element of the unit being taught, a quotation and a graphic related to content across the top of the page.
	This symbol indicates the beginning of new content. The bold title matches the content of the competency and they will help you to find the section to reference for your assessment activities.
	Activity: Whenever you see this symbol, there is an activity to carry out which has been designed to help reinforce the learning about the topic and take some action.
	This symbol is used at the end of a section to indicate the summary key points of the previous section.

Qualification Pathways



A goal without a plan is just a wish.

Antoine de Saint-Exupery

Qualification Pathways

This unit of competency is provided to meet the requirements of BSB07 Business Services Training Package although can be used in a range of different qualifications. The BSB07 Business Services Training Package does not state how a qualification is to be achieved. Rather, Registered Training Organisations are required to use the qualification rules to ensure the needs of the learner and business customer are met. This is to be achieved through the development of effective learning programs delivered in an order which meets the stated needs of nominated Candidates and business customers.

Qualification Rules

Qualification requirements include core and elective units. The unit mix is determined by specific unit of competency requirements which are stated in the qualification description. Registered Training Organisations then work with learners and business customers to select elective units relevant to the work outcome, local industry requirements and the qualification level.

All vocational education qualifications must lead to a work outcome. BSB07 Business Services Training Package qualifications allow for Registered Training Organisations (RTOs) to vary programmes to meet:

- Specific needs of a business or group of businesses.
- Skill needs of a locality or a particular industry application of business skills.
- Maximum employability of a group of students or an individual.

When packaging a qualification elective units are to be selected from an equivalent level qualification unless otherwise stated.

Introduction



"If learning comes through experience, it follows that the more one participates in guided experiences, the more one learns. Therefore venturing into uncharted waters - and experiencing the failures that may occur - is an important part of organisational learning."

Gould, DiBella, Nevis

Introduction

This unit of competency is all about using PowerPoint software to create electronic presentations. It covers skills and knowledge required to design and produce electronic presentations for speakers, for self and online access and will help you with the skills you need to demonstrate competency for the unit BSBITU302A *Create Electronic Presentations*. This is one of the units that make up the Certificates in Business.

This manual is broken up into three distinct sections. These are:

1. **Prepare to Create Presentation**
2. **Create Presentation**
3. **Finalise Presentation.**

At the conclusion of this training you will be asked to complete an assessment pack for this unit of competency. The information contained in this resource will assist you to complete this task. You will also need to access a supervisor or manager who can watch you perform some simple tasks and verify your competency or performance.

On competent completion of the assessment you will have demonstrated skills and knowledge required to design and produce electronic presentations for speakers, for self access and for online access.

SAMPLE

BSBITU302A/01**Prepare to Create Presentation**

"With confidence, you can reach truly amazing heights; without confidence, even the simplest accomplishments are beyond your grasp."

Jim Loehr



Organise personal work environment in accordance with ergonomic requirements

Determine purpose, audience and mode of presentation in consultation with content author or presenter

Identify presentation requirements in terms of supporting documents, transparencies and equipment

Apply work organisation strategies and energy and resource conservation techniques to plan work activities

In this resource, we will be examining the way in which you should undertake the development of presentations for your organisation. We will begin by noting that training for this unit is based on Microsoft PowerPoint. This software was selected because it is the system most used in organisations.

Specifically later elements of this unit will be based around PowerPoint 2003 and Windows Vista. Where there are any major changes between Windows and PowerPoint versions, these are noted, and will be listed along with the explanations, although for the most part, there are very few changes between versions of Microsoft PowerPoint.

Ergonomics

In many jobs, you will be in front of your computer for hours on end. For this reason it is vitally important that your workspace is set up in the most efficient way possible. In this section we will look at how you should go about setting up your computer, and then look at how you can prevent a common ergonomic complaint from occurring.

In this section, we will examine ergonomics and how you can use it to improve your performance.



Activity One

We will begin this section with a quick checklist. Think carefully about your current workstation, and answer the following questions.

	YES	NO
Is the lighting satisfactory?		
Does your monitor reflect glare from windows and other objects?		
Is there enough space around your furniture to gain access to the workstation and move around it comfortably?		
Is your computer screen at a comfortable reading distance?		
Is there sufficient space to move your mouse effectively?		
Is your keyboard angled correctly and easy to use?		
Is the height and angle of your monitor correct?		
Is the computer monitor clean and the image stable?		
Do you have to twist your neck to see your work?		
Is your chair comfortable and able to be adjusted?		
Can you place your feet on the floor or is there a footrest available?		
Is your desk large enough to accommodate all your work?		
Is your desk at the correct height?		

Positioning Your Computer

Positioning your computer and keyboard is a good first step toward creating a relaxed and healthy work environment. With a few minor adjustments, you can lessen the chances of strain to your upper body.

Positioning Your Computer
Arrange your work area so that when you set up your computer and keyboard, you will be directly facing both. This avoids unnecessary twisting and turning.
Place the computer on an adjustable table or desk so that the top line of the monitor is at or below eye level when you are sitting. This lessens the chance of stressing your neck muscles.
A document holder that attaches to the side of your monitor will also ease the strain on your eyes and neck muscles.
Place monitor at arm's length away from you to reduce visual fatigue.
Provide enough work space for the keyboard, mouse and other attachments so you are able to move about freely without bumping into things.
Position monitor so that it is at a right angle to the glare of windows in your work area.
Place keyboard at elbow level. Your forearms, wrists and hands should be in a straight line parallel to the floor as you type.
Consider purchasing an attachable glare screen for your monitor. It can ease eye strain if you do a lot of computer work.
Adjust the height of your monitor by placing it on top of or removing it from the system case (computer).
Tilt your screen if you are still experiencing glare.
Use an adjustable keyboard tray that attaches to your desk.

Typing

When you are typing you should ensure that your fingers are curved gently over the keyboard, with each of your thumbs over the spacebar. Ensure that your wrists are not raised and your elbows are alongside your body.



A good typing position, note thumb over space bar, wrist is low, and fingers curved over keys.

Your Mouse

Place your hand so it rests on the mouse with your index finger resting on the left mouse button and your remaining fingers resting on the middle and right mouse buttons (or just across two mouse buttons if your mouse only has a left and right button).



Exercising

While working you should exercise frequently. These exercises will assist you in preventing any overuse injuries. Some good examples of exercises you may like to try include:

1. Letting your wrists go loose, and moving your arms back and forth which will make your hands flap, and bend loosely at your wrist.
2. Circling your shoulders (while holding the rest of your body as still as possible) so that they make as large a circle as you can. Let your arms hang as still as possible while you move your shoulders.
3. Loosen your shoulders and let your whole arms shake as they are straight and pointing down.
4. Straighten your arms and hold them down by your thighs for a few seconds as low as you can get them.
5. Stretch your arms upwards, then back, bending your elbows on each stretch.
6. With your forearms resting on a table, turn your palms up and then down; follow this by spreading your fingers apart and then closed a few times. Now touch each finger to your thumb in turn, slide each finger down your thumb and back up. Finally bend your wrist at 90 degrees with your fingers straight, make a fist.
7. With your head upright, lower your chin and then return, tilt your head back then return. With your shoulders still, and your head forward bend your head to your left shoulder, then return. Repeat on your other side. You should not attempt to do full neck circles however.

Your Eyes

One of the key problems that you may experience when working at a computer for long periods of time is eye strain. There are a number of things you can do to help reduce eye strain. These include:

- Wiping the dust away from your monitor regularly
- Using a glare screen to minimise the glare reflected from windows
- Adjust your monitor so that it is not too bright
- Every so often look away from your computer, and stare off into space
- Blink often - this stops your eyes drying out
- To help relax your face, close your eyes tightly and squeeze to allow your facial muscles to move, hold and relax.

OOS

All of the exercises mentioned so far relate to the prevention of OOS (occupational overuse syndrome) and RSI (repetitive strain injury). Repetitive tasks should be minimised as much as you possibly can, and you should take work breaks regularly. Exercises such as those mentioned above stimulate the flow of blood to affected areas, which helps relax muscles. Ensure that you use correct posture at all times, and report any pains that you may feel as soon as possible to prevent them from becoming worse.

Carpal Tunnel Syndrome

Carpal tunnel syndrome is a nerve disorder in the hand that causes pain, numbness and tingling. It is caused by repetitive motion of the hands, such as computer use. Although it affects both sexes, it is especially common among women between the ages of 30 and 60. Early signs of carpal tunnel syndrome are a tingling or numbness in the hands, sharp pains shooting from the wrist up the arm, or a burning sensation in the fingers. Let's now look at some common ways of preventing this problem.

Preventing Carpal Tunnel Syndrome

Use a wrist pad with your keyboard. A wrist pad is a cushioned support that rests under your wrists, runs the length of your keyboard and takes the stress off your wrists by raising them to the level of the keyboard.

Set up your work space with adjustable screens, keyboards and work surfaces to eliminate extra strain to the wrists and hands. Position your keyboard so that it is at elbow level. Your forearms, wrists and hands should be in a straight line parallel to the floor as you type.

Break up repetitive types of work with other duties throughout the day so your hands and eyes get a break.

Exercise before and after work. Try the following: Stand and extend both arms out from your chest with palms facing out and fingers pointing up. Hold for a count of five.

Straighten your wrists and relax fingers, then make a tight fist with each hand. Bend your wrists down and count to five. Repeat these stretches ten times for each session.

Sit up straight in your chair while working, and remember to tap keys lightly as you type.

Take short breaks once an hour from your work. During this break, stand up, breathe in slowly and deeply, allow your arms to hang loosely, and shake for a couple of seconds. This will prevent build-up of muscle tension.

See your doctor if you think you have carpal tunnel syndrome or any of its symptoms. It is much easier to treat if detected early on.

Work Breaks

Work breaks are vital to the reduction of overuse or muscle strain. You should be given (or take) frequent breaks away from your computer terminal in order to avoid eye strain and posture issues. The recommended time is about 10 minutes every hour worked; this is especially important where you work at a computer for long periods of time. Try to vary the tasks you undertake and your break from typing or being at the computer can be used to make phone calls, do filing, or do some exercises mentioned above.

Micro Pauses

These are very short breaks that you take while you are at your computer. They allow your muscles to relax. They are generally very short (perhaps 5 to 10 seconds in length) and you should try to take these every 5 minutes or so. They allow for blood flow to be restored to muscles that have been held tense during the typing you have been doing. It is when these muscles get a chance to relax that you are getting value from these micro pauses.

Occupational Health and Safety

Employers and employees are legally required to look after the health and safety of workers. This applies to all organisations. The basic requirements are:

- Employers must provide a safe working environment.
- Employees must not put themselves or others at risk.
- Employees include volunteer workers as well as paid workers.

Energy and Resource Conservation

Each member of the organisation must assume personal responsibility for recycling of designated wastes and are encouraged to:

- Promote recycling among fellow employees and encourage participation.
- Empty personal desk containers in the primary containers.
- When communicating, printing or making copies:
 - Make double-sided copies where possible.
 - Before running a large number of copies, do a one-page test of copier settings.
 - Place unusable copies in recycle box adjacent to copier. Don't throw in trash.
- Use voice mail or e-mail whenever possible. Avoid making routine paper copies of every e-mail message.
- If you are responsible for any publications, examine publication format and frequency. For example, send a two-sided, A4 newsletter, rather than a four-page, foldout version.
- View reports and data on-line rather than printing out the report.
- Look at the printed reports that you receive. If you do not need the report or use only infrequently, cancel the report.
- Consider publishing less often.
- Prepare note pads from available scrap paper.

Organisational Preferences

Most organisations have preferences about how presentations are prepared and presented. As someone asked to develop presentations it is important that you are able to apply these preferences to your own work. Some organisations document these preferences in a style manual. Other organisations rely on their workers to simply work out for themselves what is required, which is harder. In this section we will examine what these organisational preferences may be, and how you can go about establishing them.

In order to establish organisational preferences for presentations you should try to identify any guidelines, prepared by the organisation, relating to:

- Preferred document styles, for example, text, page layout, use of the organisation's logo;
- Preferred style of slides;
- Spelling and grammar, for example, what style guide or other reference is their guide if you need to check on something; and
- Any prepared templates for presentations.

You may find it helpful to collect samples of documents that the organisation regards as good examples.

Purpose

It is a very good idea for you at the outset of the development of your presentation to define and record the reasons for the creation of the presentation in the first place. This statement of purpose will then serve as the focus for decisions that you will make about the format, structure, writing style, design and production of the presentation.

Although the goals of any presentation are generally well understood by those who have initiated the project, often the writers and viewers will not be as aware as those who commissioned its creation. If the goals are defined and listed in order of importance, then this list is used to check against each phase of the work as it progresses. The primary goals (the overall purpose of the presentation) can then be better protected against from other pressures you may encounter during its writing.

For example, you may find that some areas of management make recommendations for change on your draft, however these changes (if fundamental to the structure of the entire presentation) need to be weighed up against the overall purpose for the presentation that the business is attempting to achieve. This approach allows you to create consistency throughout the presentation, making it easier to view and develop.

Headings and Structural Hierarchy

The use of headings in a presentation allows for the provision of contrast in a presentation. It allows viewers of the presentation to see what information is most important to the viewer. It also sets up a hierarchy in the presentation to signpost the viewer. To be effective they need to be distributed through the presentation carefully and be organised in such a way that the required contrast can be achieved. In the design brief it is important to comment on how the presentation is to be signposted so this can be applied to the finished product.

A clear and logical heading hierarchy shows viewers the relative importance of a piece of information. Matters such as balance and differentiation between heading levels need careful consideration when you are developing and documenting the hierarchy.

The typographical distinction between the different levels of heading hierarchy – which you will often hear referred to as levels – needs to be very clear. Generally the higher ranked headings are easy to define. The differences in placement on the page, the headings' size, weight or colour help emphasize this distinction.

Example of Structural Hierarchy within a Document

HEADING

Heading Two

Heading Three

Heading Four

Heading Five

Emphasis

Subtitle

Intense Quote

REFERENCE

As you can see, as you move through the various styles of heading the level of emphasis gets less and less. This makes it obvious which is the most important level and which ones are not. The styles you adopt for all heading levels should be documented in your brief so that they can be implemented when formatting the information. As an example:

Level Two Headings

Arial, 14pt, BOLD+ITALICS

Emphasising Certain Points

There are a range of tools that you can use to enhance a particular piece of information in your presentation, and you should decide, in advance, which are preferred. Some common examples include:

- **Bold typeface**
- *Italic typeface*
- Using a larger typeface
- Using a *different* typeface
- **Using a different colour**
- Underlining

The emphasis tool that you decide to use should be used consistently throughout your presentation, and you should only select one or two of these tools for use in your presentation. Incorporating too many into a single slide or presentation can make it appear messy, and you can lose the emphasis that you are trying to achieve. It should also be noted that underlining is not considered good practice, as it can cause reading difficulties from those viewing your presentation.

Use of Graphics

Before getting into details on creating, formatting, and incorporating graphics, consider the types of graphic you may use and the function of each. You can use graphics to represent the following elements in your presentations:

- **Objects:** If you're providing information on a piece of equipment, you'll probably need a drawing or diagram of it. If you are explaining how to grade avocado you'll need some photos of how that task is done. In order to show objects you could use photos, drawings, diagrams, and plans.
- **Number:** Numerical data can be shown in a range of ways. You may decide to use bar charts, histograms, pie charts, or line graphs to show it graphically or a table to show it in its original form.
- **Concepts:** Concepts attempt to show relationships and more abstract information on a slide. If you were to show how your company is organised, you are trying to show the relationship between departments and staff and so you could set up an organisation chart. This would be an example of a graphic for a concept: where you are trying to depict non-physical, conceptual things and their relationships.

Typography

You should also state what typefaces you think are acceptable in your document. This should include information on size, and typeface. You should look for typefaces that will enhance the readability of your document. The size should also be appropriate, for example 11 point (the size of this typeface) is a useful size.

Graphics

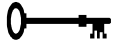
Most presentations contains graphics — as we discussed earlier, this may include drawings, diagrams, photographs, tables, pie charts, bar charts, line graphs, flow charts, and clip art. In your planning you should outline what types of graphic are appropriate for your presentation, and if possible a colour scheme that should be adopted to ensure your presentation looks consistent from section to section – fortunately PowerPoint is excellent at managing colour schemes. Some other considerations you should address within your design brief include:

- **Labels:** These are words and phrases - with pointers to the parts of the things being depicted.
- **Keys:** If the illustration has certain shadings, colours, line styles, or other such details that have a special meaning in the illustration, these should be indicated in a key.
- **Titles:** Illustrations should have titles, and these titles should be numbered (Figure 1, Figure 2, and so on). This allows the presenter to easily refer to the illustrations in the presentation.

Requirements

It is also important to consider what you will require in order to give your presentation. The requirements will vary depending on exactly how you are planning on delivering your presentation. The delivery method will also have an impact on how you design your presentation. So, in advance, think about what you will need. Some of these considerations include:

- Will I be printing handouts?
- Will I be using transparencies? (this will mean your presentation will work better being simple)
- Will I be using a projector?
- Will I need a microphone?
- How large is the room I will be presenting in?
- How big should I make the type based on the size of the room and the audience?



Key Points Section 1

- Ensure that your work environment is ergonomically sound. This means you should ensure that your computer and desk are set up correctly to allow you to work with a minimum of strain.
- Exercise to restore blood flow to your muscles regularly.
- Take 10 minute breaks from your computer every hour.
- Take 5 second micro pauses every 3-5 minutes.
- Ensure that you use energy and paper in a way that minimises waste.
- A design brief details headings, emphatic devices and enhancements, structural hierarchy, page numbering, use of graphics, typography.
- A design brief is useful in maintaining consistency.
- It is a very good idea to define and record the reasons for publishing the document at the outset of a project. This statement of purpose will then serve as the focus for decisions made about the format, structure, writing style, design and production of the document.

SAMPLE

**Section 1 - 'True' or 'False' Quiz**

T	F	OOS and RSI are both names for muscle strains caused through repetitive action.
----------	----------	---



T	F	Unusable printouts should be thrown away.
----------	----------	---



T	F	When viewing draft slideshows, you should view online rather than print out if possible.
----------	----------	--



T	F	Micro pauses should be less than 2 seconds long.
----------	----------	--



T	F	Headings help define a structure for your document.
----------	----------	---



T	F	Exercises encourage blood flow back into areas where the flow had been restricted.
----------	----------	--



T	F	Eye strain is caused by looking at your computer monitor too long.
----------	----------	--



T	F	Using a range of emphatic devices in your document is preferred.
----------	----------	--



T	F	Typefaces need only be small when viewing on a projector.
----------	----------	---



T	F	Graphics can be used to help explain abstract concepts.
----------	----------	---