

**ICAU1132B****Operate a presentation package****Description**

This unit defines the competency required to operate presentation applications and perform basic operations.

**Employability Skills**

This unit contains employability skills.

**Prerequisite units**

ICAU1128B    Operate a personal computer

**ELEMENT**

## 1. Create presentations

**PERFORMANCE CRITERIA**

- 1.1 Open a presentation package application and create a simple design for a presentation according to organisational requirements
- 1.2 Open a blank presentation and add text and graphics
- 1.3 Apply existing styles within a presentation
- 1.4 Use presentation template and slides to create a presentation
- 1.5 Use various **tools** to improve the look of the presentation
- 1.6 Save presentation to correct directory

## 2. Customise basic settings

- 2.1 Adjust display to meet user requirements
- 2.2 Open and view different **toolbars** to view options
- 2.3 Ensure **font settings** are appropriate for the purpose of the presentation
- 2.4 View multiple slides at once

## 3. Format presentation

- 3.1 Use and incorporate organisational charts, bulleted lists and modify as required
  - 3.2 Add **objects** and manipulate to meet presentation purposes
  - 3.3 Import **objects** and modify for presentation purposes
  - 3.4 Modify slide layout, including text and colours to meet presentation requirements
  - 3.5 Use **formatting tools** as required within the presentation
  - 3.6 Duplicate slides within and/or across a presentation
  - 3.7 Reorder the sequence of slides and/or delete slides for presentation purposes
  - 3.8 Save presentation in another **format**
  - 3.9 Save and close presentation to **disk**
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<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
4. Add slide show effects	<p>4.1 Incorporate preset animation and multimedia effects into presentation as required to enhance the presentation</p> <p>4.2 Add slide transition effects to presentation to ensure smooth progression through the presentation</p> <p>4.3 Test presentation for overall impact</p> <p>4.4 Use onscreen navigation tools to start and stop slide show or move between different slides as required</p>
5. Print presentation and notes	<p>5.1 Select appropriate print format for presentation</p> <p>5.2 Select preferred slide orientation</p> <p>5.3 Add notes and slide numbers</p> <p>5.4 Preview slides and spell check before presentation</p> <p>5.5 Print the selected slides and submit presentation to <b>appropriate person</b> for feedback</p>

### **REQUIRED SKILLS AND KNOWLEDGE**

#### *Essential knowledge:*

The candidate must be able to demonstrate essential knowledge required to effectively perform task skills; task management skills; contingency management skills and job/role environment skills as outlined in elements and performance criteria of this unit

These include knowledge of:

- Basic technical terminology in relation to reading help files and prompts
- Organisational benchmarks for keyboarding
- Different types of presentations: formal, informal; audience types
- Presentation pitfalls

#### *Essential skills:*

Ability to:

- Reading and writing at a level where basic workplace documents are understood
- Clear and precise communication
- Interpretation of user manuals
- Low-level decision making in relation to creating an electronic presentation

### **RANGE STATEMENT**

**Tools may include:**

- help
- search and replace
- spell check
- undo
- simple formatting tools

**RANGE STATEMENT**

**Font settings** may include:

- type
- size
- colour

**Objects** may include:

- other documents
- pictures
- tables
- sound

**Formatting tools**

- Menu commands within the application, such as help, search and replace, spell check, undo, cut, copy, paste

**Format**

- Saving the presentation as another type of document, such as: HTML, XML, comma separated values or text

**Disk** may include but are not limited to:

- Floppy disks
- CDs
- CD-RW (Compact Discs-Read Write)
- DVD RW
- zip disks
- solid state hard drives

**Print format** may include:

- layout
- quality
- number of copies
- colour or black and white

**Appropriate person** may include:

- supervisor
- teacher
- authorised business representative
- client

**User requirements**

- How the user wants an application, desktop, computer or document to appear

**Toolbars** can contain:

- buttons
  - menus
  - a combination of both
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