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

Use ergonomic practices in the workplace

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



Set up your workstation

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

Chair

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

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

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

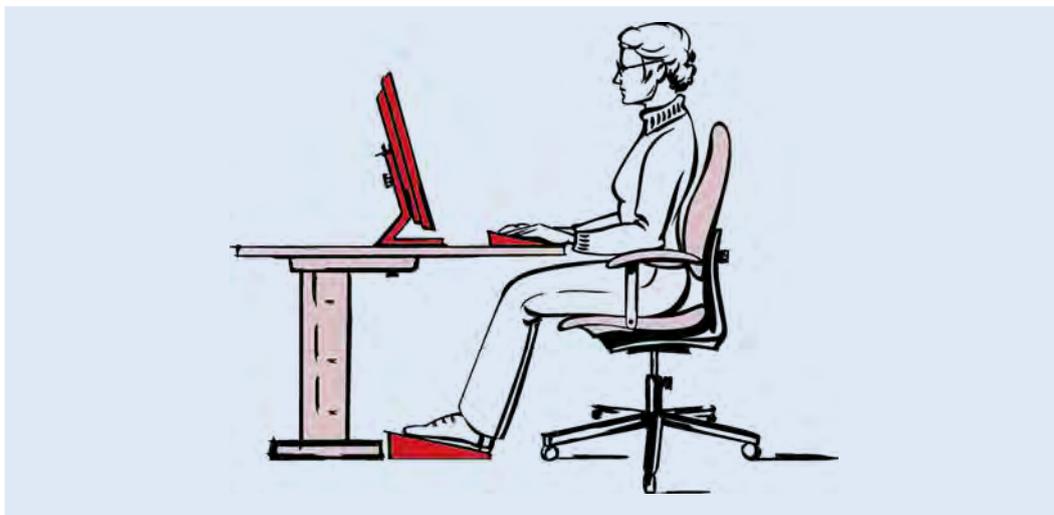
Screen

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

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

Workstation features

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



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

continued ...

Purpose

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



Storyboards



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

Audience

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

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

Practice task 2

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

Case study

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

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

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

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

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

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

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

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

3

Digital pointer or annotation pen

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

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

4

Sound equipment and visual monitors

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

5

Network/Internet access

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

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

6

Microphone/lapel microphone

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

1D

Use conservation techniques

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

Organise your work

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

Positive work organisation includes:

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

Vary your activities

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

Take rest periods

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

Have exercise breaks

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



Resource conservation

Here are some tips for practising conservation.

Resource conservation tips

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

Practice task 4

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

1. Screen savers save energy.

2. Turning off computers crashes the hard drive.

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

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

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

Topic 2

Create presentations

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

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

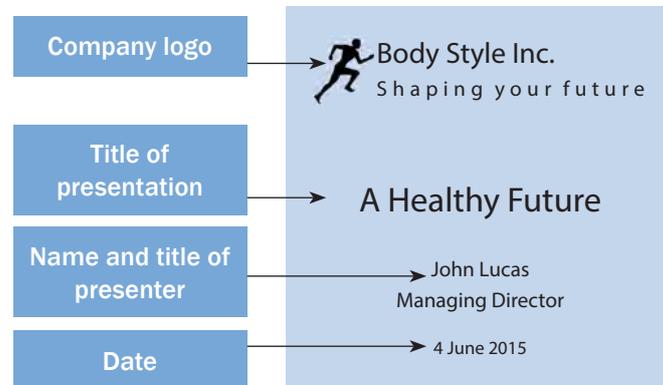
The operating system used in this unit is Microsoft Windows 7, and the software used is PowerPoint 2013.

In this topic you will learn how to:

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

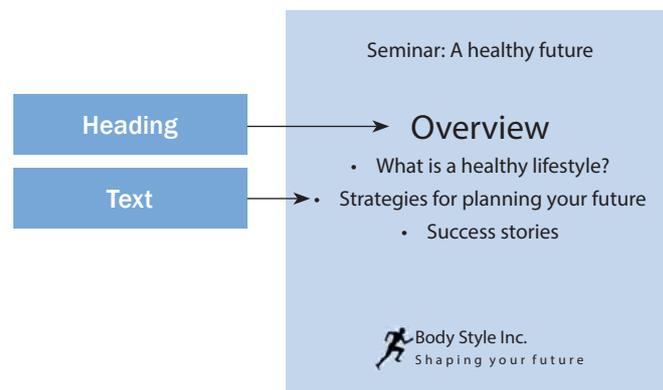
Example: introduction slide style

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



Example: presentation slide

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



Avoid distractions

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

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

Importing

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

Handout Master

Allows you to create handouts to go with your presentation.

Colour schemes

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

Templates

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

Hyperlinks

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

Plan your presentation

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

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

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

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

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

Background styles

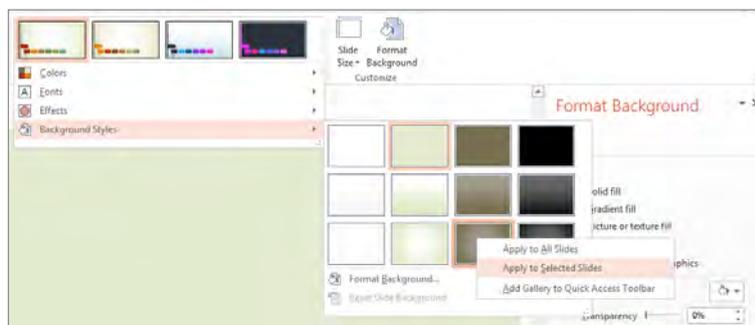
Background styles are background fill variations from different combinations of theme colours and background intensities in the current document theme. Theme colours, theme fonts, and theme effects make up a theme background. A theme may be applied to a file as a single selection.

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

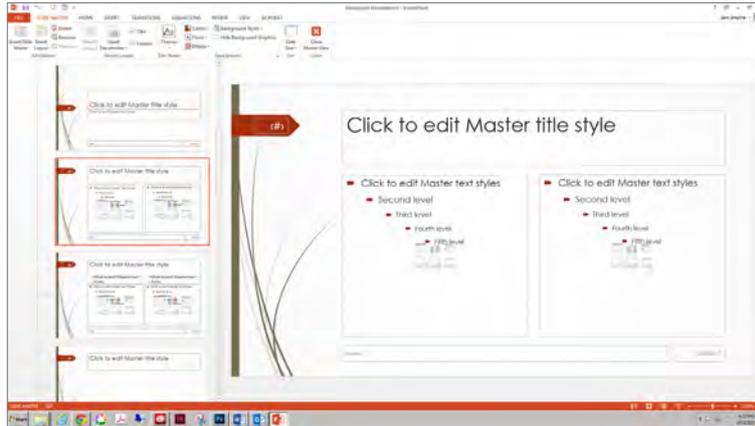
1. On the **Design** tab, in the **Variants** group, click the arrow, the drop-down menu for Colors, Fonts, Effects and Background Styles will appear. Go down to Background Styles.



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



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



Create handouts and speaker notes

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



Create handouts

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

Follow these steps.

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

Apply transitions

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

PowerPoint includes many different types of slide transitions, including:

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

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

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

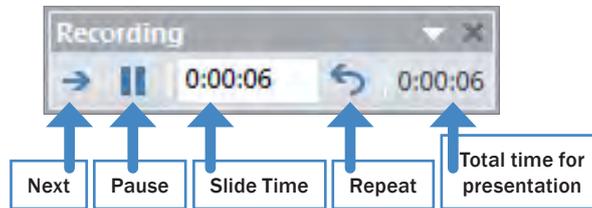


Add different slide transitions to the slides in your presentation

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



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



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

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

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

Music, sound and video

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

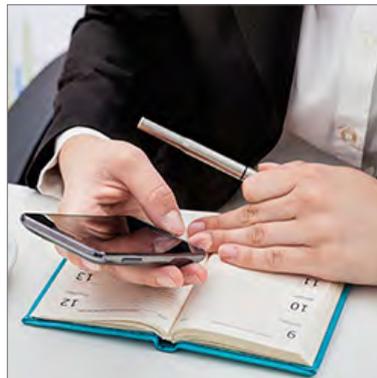


2E

Work to a time line

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

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



Example: checklist for planning work tasks

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

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

Learning checkpoint 2

Create presentations

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

Part A

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

Case study

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

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

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

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

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

You may find the following websites useful.

www.support.microsoft.com

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

www.office.microsoft.com

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

Use training booklets

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

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



Software help tips

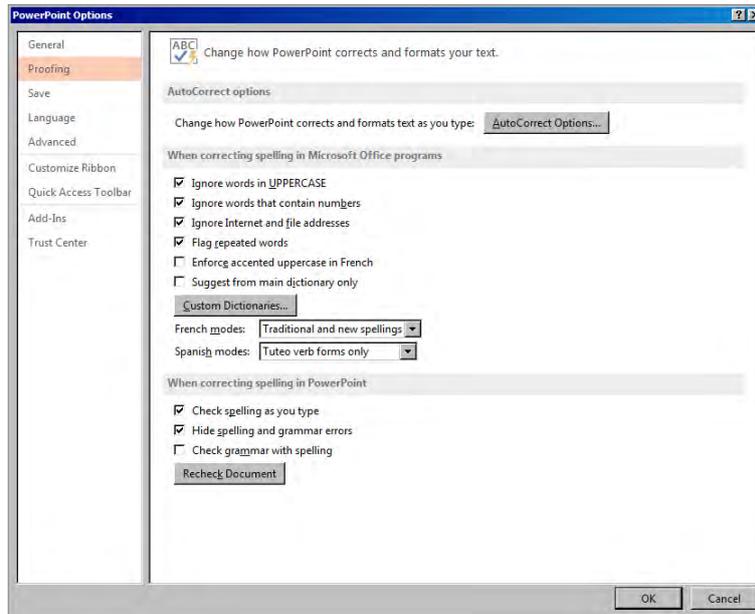
Other sources of help for solving problems with word processing software include:

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

Change how PowerPoint corrects and formats your text

To automatically turn spelling and grammar check on or off:

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

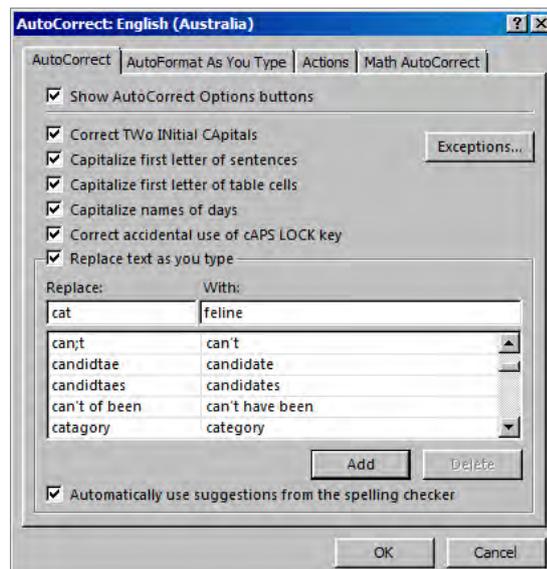


Note: If you want to select the **Hide spelling and grammar errors** check box, you must also select the **Check spelling as you type** check box.

Add an entry to the list of automatic corrections

To add an entry to the list of automatic corrections:

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



3D Store your presentation

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

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



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

Electronic file storage

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

Folder structures and naming standards

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

Advantages of shared directories and naming standards

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

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

continued ...