
Contents

| | |
|--|-----------|
| Before you begin | vi |
| Topic 1: Prepare to create a presentation | 1 |
| 1A Use safe work practices | 2 |
| 1B Determine the purpose, audience and method of presentation | 16 |
| 1C Identify the task requirements and use the best application | 21 |
| Summary | 27 |
| Learning checkpoint 1: Prepare to create a presentation | 28 |
| Topic 2: Create presentations | 33 |
| 2A Follow task and organisational requirements | 34 |
| 2B Use software functions | 40 |
| 2C Add balance and visual impact | 50 |
| 2D Use advanced features to customise for the audience | 55 |
| 2E Overcome issues using help functions | 57 |
| Summary | 60 |
| Learning checkpoint 2: Create presentations | 61 |
| Topic 3: Finalise presentations | 65 |
| 3A Proofread your presentation | 66 |
| 3B Finalise and print your presentation | 70 |
| 3C Store your presentation | 75 |
| Summary | 81 |
| Learning checkpoint 3: Finalise presentations | 82 |



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 by knowing how to identify hazards or risks to reduce workplace injury. While a lot of the responsibility for workplace safety lies with the employer, employees must also make an active contribution to ensure their workplace is safe.

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.



Ergonomics is an important part of workplace safety.

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 in a workplace.

Health and safety legislation outlines legal requirements such as:

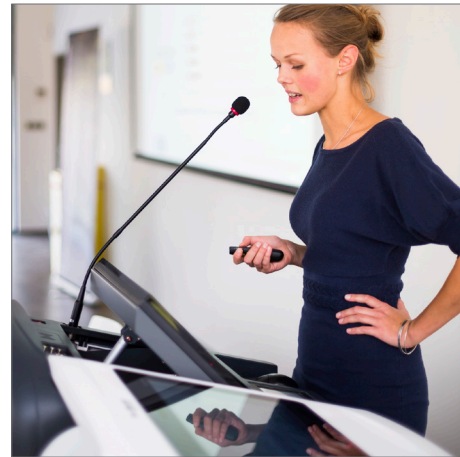
- managing risks to health and safety
- promoting and maintaining the health, safety and welfare of people at work
- protecting people at work from injury and illness, including psychological injury
- protecting the health and safety of the public in workplaces
- consulting workers and encouraging them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

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 a staff meeting.

Specialist speaker

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

Self-running

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

Self-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 the presentation.



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 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.

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.



Ensure you comply with your organisation's requirements and guidelines.

Common organisational requirements

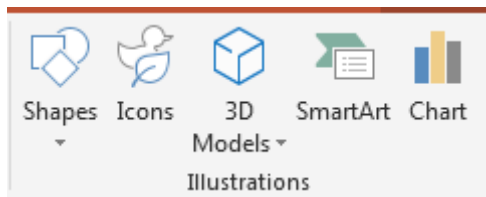
Every organisation has different requirements for their documents.

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 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 in a shape in your SmartArt graphic and typing your text in 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.

However, 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 for your SmartArt, view your information in the SmartArt graphic Text Pane, since most animation starts at the top of the Text Pane and moves down. You can also play an animation in reverse order.

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

To animate your SmartArt graphic, click on it then go to the **Animations** tab and 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 the 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.



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

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.

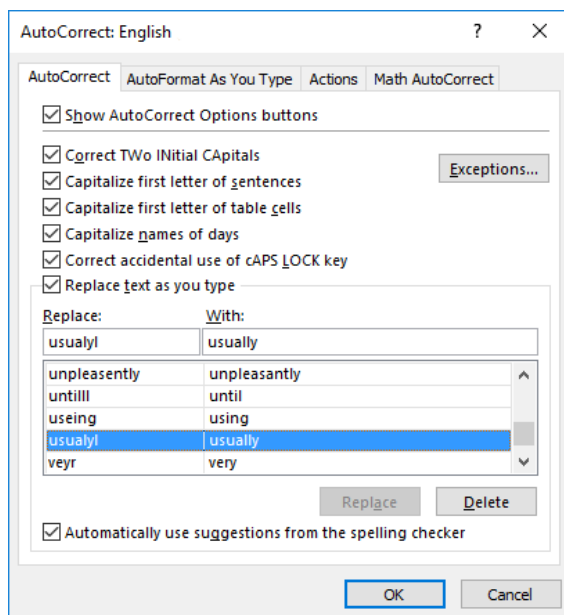
The AutoCorrect feature also includes a series of parallel lists, where a particular word typed can be automatically replaced by another word.

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**.



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 least 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 the file.



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 deadline 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?