

Mapping to Unit BSBITU302B Create electronic presentations

This unit describes the performance outcomes, skills and knowledge required to design and produce electronic presentations for speakers, self-access and on-line access. The following table maps elements to the manual from Microstar Publishing titled **BSBITU302B: Create electronic presentations with PowerPoint 2013**. Manual content is designed to satisfy each elements performance criteria in keeping with the associated range statement. Check the associated Outline for details on chapter contents. The eCompanion is a digital resource which is available free when purchasing the texts.

Element and Performance Criteria		Reference
1. Prepare to create presentation		
1.1	Organise personal work environment in accordance with ergonomic requirements.	eCompanion
1.2	Determine purpose, audience and <i>mode of presentation</i> in consultation with the content author / presenter	Ch 2 Design Ch 9 Produce slide show
1.3	Identify <i>presentation requirements</i> in terms of supporting documents, transparencies and equipment	Ch 2 Design presentation Ch 3 Print Ch 9 Produce slide show
1.4	Apply work organisation strategies and energy and resource conservation techniques to plan work activities.	eCompanion
2. Create presentations		
2.1	Design slides, notes and handout masters to incorporate <i>organisational and task requirements</i> in relation to image and preferred style, avoiding <i>distractions</i>	Ch 6 Objects Ch 4 Charts /SmartArt Ch 2 Design presentation Ch 7 Masters
2.2	Use software functions for consistency of design and layout, to meet identified presentation requirements	Ch 6 Objects Ch 2 Design presentation Ch 7 Masters
2.3	Balance presentation features for visual impact and emphasis	Ch 2 Design, layout Ch 5 Work with text Ch 8 Slide effects
2.4	Use <i>advanced software features</i> to streamline and customise the presentation for different audiences	Ch 2 Design Ch 7 Masters and templates Ch 9 Produce slide show
2.5	Prepare presentations within designated timelines	Ch 3 Print Ch 9 Produce slide show Ch7 Masters

3. Finalise presentation

3.1	Manuals, user documentation and on-line help are used to overcome problems with design and production	eCompanion All chapters
3.2	Check presentation for spelling, consistency in presentation features and style, in accordance with task requirements	Ch 2 Design and text Ch 7 Masters and templates Ch 5 Work with text Ch 8 Slide effects
3.3	Print <i>presentation materials</i> in accordance with presenter or audience requirements	Ch 3 Printing show, notes, handouts
3.4	<i>Store presentation</i> , in accordance with organisational requirements and exit the application without information loss or damage	Ch 2 Create presentations eCompanion