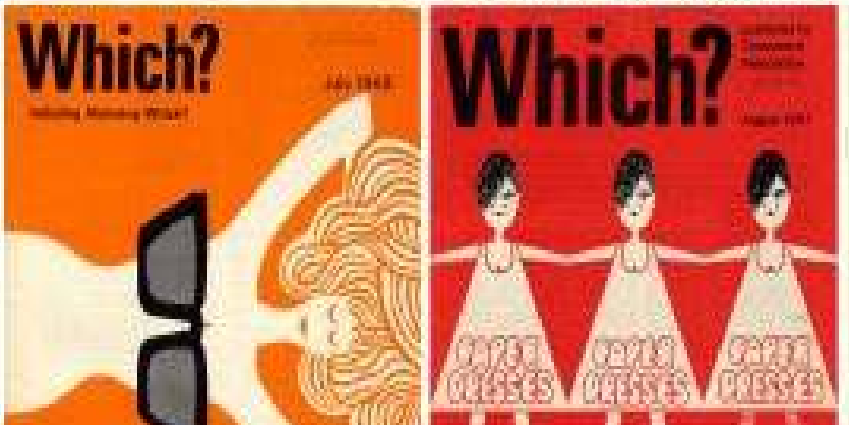




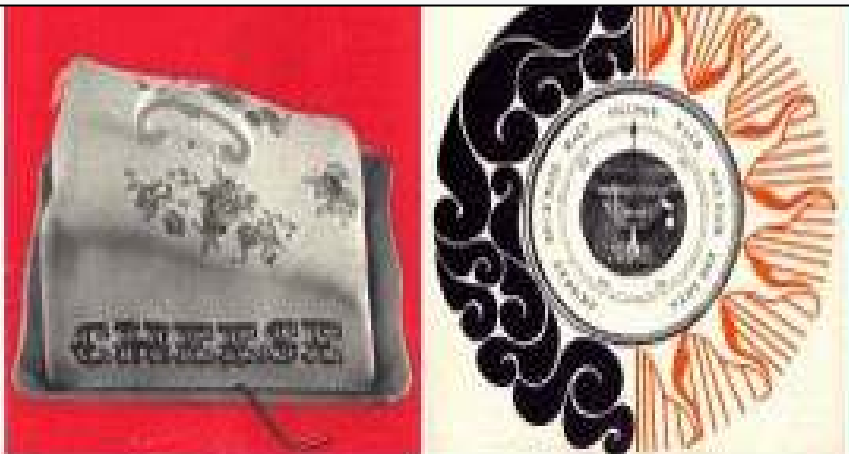
ICA10105
Certificate I in Information Technology



ICAU1132B

Operate a Presentation Package

(25hrs)



ICAU1130B: Operate a spreadsheet application

Description

This unit defines the competency required to correctly operate spreadsheet applications and perform basic operations. The following units are linked and form an appropriate cluster:

ICAU1128B Operate a personal computer

ICAU1129B Operate a word processing application

ICAU1131B Operate a database application

ICAU1132B Operate a presentation package

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Employability Skills

This unit contains employability skills.

Unit Sector

Use

Performance Criteria

Element

1. Create spreadsheets

Performance criteria

- 1.1 Open spreadsheet application and create/open spreadsheet file and enter numbers, text and symbols into cells according to information requirements
- 1.2 Enter simple formulas using cell referencing where required
- 1.3 Correct formulas when error messages occur
- 1.4 Use a range of common **tools** during spreadsheet development
- 1.5 **Edit** columns and rows within the spreadsheet
- 1.6 Use the auto-fill function to increment **data** where required
- 1.7 Save spreadsheet to correct directory or folder

2. Customise basic settings

- 2.1 Adjust page **layout** to meet user requirements or special needs
- 2.2 Open and view different **toolbars**
- 2.3 Change **fontsettings** so they are appropriate for the purpose of the document
- 2.4 Change **alignment** options and line spacing according to spreadsheet **formatting features**
- 2.5 Format cell to display different styles as required
- 2.6 Modify margin sizes to suit the purpose of the spreadsheets
- 2.7 View multiple spreadsheets concurrently

3. Format spreadsheet

- 3.1 Use formatting features as required
- 3.2 Copy selected **formatting features** from another cell in the

spreadsheet or from another active spreadsheet

- 3.3 Use **formatting tools** as required within the spreadsheet
- 3.4 Align information in a selected cell as required
- 3.5 Insert headers and footers using **formatting features**
- 3.6 Save spreadsheet in another **format**
- 3.7 Save and close spreadsheet to **disk**
4. Incorporate object and chart in spreadsheet
 - 4.1 Import an **object** into an active spreadsheet
 - 4.2 Manipulate imported **object** by using **formatting features**
 - 4.3 Create a chart using selected data in the spreadsheet
 - 4.4 Display selected data in a different chart
 - 4.5 Modify chart using formatting features
5. Print spreadsheet
 - 5.1 Preview spreadsheet in print preview mode
 - 5.2 Select basic printer options
 - 5.3 Print spreadsheet or selected part of spreadsheet
 - 5.4 Submit the spreadsheet to the **appropriate person** for approval or feedback

Skills and Knowledge

Required skills

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

Required knowledge

- Logging in procedures relating to accessing a PC
- Basic mathematics
- Basic technical terminology in relation to reading help files and prompts

Range statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Tools may include:

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

Edit may include but is not limited to:

- add
- select
- copy
- paste

Data may include:

Layout may include but is not limited to:

Toolbars may contain:

Fontsettings may include:

Alignment may be:

Formatting features may include:

Formatting tools

Format

Disk may include but are not limited to:

Object

Appropriate person may include:

- delete
- move
- text or symbols added to the document
- display modes
- orientation
- size
- buttons
- menus
- a combination of both
- type
- size
- colour
- left
- centred
- right
- justified
- italics
- bold
- underline
- hyphenation
- Menu commands within the application, such as: help, search and replace, spell check, undo, cut, copy, paste.
- Saving the spreadsheet as another type of document, such as: HTML, XML, comma separated values or text.
- disks
- CDs
- CD-RW (Compact Discs-Read Write)
- DVD RW
- zip disks
- solid state hard drives
- Any item that can be inserted into the spreadsheet, such as: other documents, pictures and sound.
- supervisor
- teacher
- authorised business representative
- client

Evidence guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- Assessment must confirm ability to complete basic operations associated with creating, formatting, saving and printing a spreadsheet, including creating basic formulas and working with objects and charts.

To demonstrate competency in this unit the person will require access to:

- Personal computer
- Printer
- Mouse and keyboard
- Monitor
- Basic software
- Documents or information containing data suitable for creating

Context of and specific resources for assessment

spreadsheets

An individual demonstrating this competency may use pre-existing data (e.g. documents, spreadsheet data, data from database tables) or create new data when creating and manipulating spreadsheets. The use of spreadsheets for business and mathematical applications is widespread. In some cases, spreadsheets can operate as sophisticated computerised ledgers and enable the collation, manipulation and presentation of complex data.

The breadth, depth and complexity of knowledge and skills in this competency would prepare a person to perform a defined range of activities many of which may be routine and predictable.

Assessment must ensure:

- Applications may include a variety of employment related skills including preparatory access and participation skills, broad-based induction skills and/or specific workplace skills. They may also include participation in a team or work group.

Method of assessment

The purpose of this unit is to define the standard of performance to be achieved in the workplace. In undertaking training and assessment activities related to this unit, consideration should be given to the implementation of appropriate diversity and accessibility practices in order to accommodate people who may have special needs. Additional guidance on these and related matters is provided in ICA05 Section 1.

- Competency in this unit should be assessed using summative assessment to ensure consistency of performance in a range of contexts. This unit can be assessed either in the workplace or in a simulated environment. However, simulated activities must closely reflect the workplace to enable full demonstration of competency.
- Assessment will usually include observation of real or simulated work processes and procedures and/or performance in a project context as well as questioning on underpinning knowledge and skills. The questioning of team members, supervisors, subordinates, peers and clients where appropriate may provide valuable input to the assessment process. The interdependence of units for assessment purposes may vary with the particular project or scenario.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- ICAU1128B Operate a personal computer
- ICAU1129B Operate a word processing application
- ICAU1131B Operate a database application
- ICAU1132B Operate a presentation package

An individual demonstrating this competency would be able to:

- Demonstrate knowledge by recall in a narrow range of areas
- Demonstrate basic practical skills, such as the use of relevant tools
- Perform a sequence of routine tasks given clear direction
- Receive and pass on messages and information
- Maintain knowledge of industry products and services



ICAU1132B - OPERATE A PRESENTATION PACKAGE

BEFORE YOU CREATE A POWERPOINT PRESENTATION...

Some simple tips and pointers!

Before getting all caught up in the features of PowerPoint, remember that the purpose of a presentation is to present information — not overwhelm the audience with a demonstration of all the software bells and whistles. In that respect, using PowerPoint is similar to using a page layout program. The software is merely a tool. Avoid the typical pitfalls of PowerPoint presentations with purpose, simplicity, and consistency.

Match Design to Purpose.

Decide if your presentation is supposed to entertain, inform, persuade, or sell. Is a light-hearted or a more formal approach most appropriate to the subject and your audience? Keep colours, clip art, and templates consistent with your main objective.

Keep It Simple!

As with any design, cut the clutter. Two font families is a good rule of thumb. No more than one graphic image or chart per slide is another good rule.

Presenter's University suggests the 666 rule for simplicity in design: No more than 6 words per bullet, 6 bullets per image, and 6 word slides in a row.

Be Consistent...

Use the same colours and fonts throughout. Select graphic images in the same style. Slides need to be consistent, be readable, and be appropriate to your message, your image AND your audience.

Avoid the traps.

It's not surprising Powerpoint® slideshows have become the norm for visuals in most business presentations. They are quick to produce, easy to update and effective to inject visual interest into the presentation. However, they can also spell disaster even for experienced presenters.

The key to success is to make certain your slide show is a visual aid and not a visual distraction. For the best results, avoid these common "seven deadly sins" of Powerpoint presentations.

1. Slide Transitions and Sound Effects

They become the focus of attention, which in turn distracts the audience. Worse yet, when a presentation containing several effects and transitions runs on a computer much slower than the one it was created on, the result is a sluggish, almost comical playback. Such gimmicks rarely enhance the message you're trying to communicate. Unless you are presenting at a science fiction convention, leave out the laser-guided text!

Don't overdo the fade-ins, fade-outs, wipes, blinds, dissolves, checkerboards, cuts, covers and splits – remember **Keep It Simple!** Focus on your message, not the technology.

2. Standard Clipart

Cut the clip art clutter. Clip art is wonderful, abundant, and fun to use. It can spice up fliers, newsletters, and posters. Yet too many pictures on a page make it hard for the reader to concentrate on what the document says. Use clip art with moderation and with purpose. Use clip art that supports your text or illustrates a point.

If you are selecting clipart, photos or media for the presentation, make certain that the graphics you use enhance your message and are relevant to the topic. Don't overuse the graphics so that they detract from the message you are trying to get across. If you are using photos or scanned pictures, make sure the audience is able to view the detail. Print visuals are usually meant to be viewed close up rather than from a distance.

The same is true for the font you use. You will need to use a font size and design that can be easily read. Don't use fancy fonts that are hard to read.

Instead of many small images, consider using just one or two large images. Image overload generally comes from using too many bits of scattered clip art, decorative bullets, boxes or borders, and rules (lines) all on the same page. Strip most of that out. It's unnecessary. Choose one or two key images that complement the text and use them to focus attention or provide visual interest.

3. Text-Heavy Slides

Avoid heavy text slides. Use dot points rather than full sentences and paragraphs. Limit your slides to five lines of text and use words and phrases to make your points. The audience will be able to digest and retain key points more easily. Don't use your slides as speaker's notes or to simply project an outline of your presentation.

4. Reading

An oral presentation should focus on interactive speaking and listening, not reading by the speaker or the audience. The demands of spoken and written language differ significantly. Spoken language is shorter, less formal and more direct. Reading text ruins a presentation. A related point has to do with handouts for the audience. One of your goals as a presenter is to capture and hold the audience's attention. If you distribute materials before your presentation, your audience will be reading the handouts rather than listening to you. Often, parts of an effective presentation depend on creating suspense to engage the audience. If the audience can read everything you're going to say, that element is lost.

5. Faith in Technology

You never know when an equipment malfunction or incompatible interfaces will force you to give your presentation on another computer. Be prepared by having a back-up of your presentation on a CD-ROM. Better yet is a compact-flash memory card or USB. With it, you can still make last-minute changes. Always familiarize yourself with the presentation, practice it and be ready to engage the audience regardless of the technology that is available. It's almost a lost art.

6. Use Fewer Fonts

How many fonts are too many for one project and how do you know where to draw the line? A generally accepted practice is to limit the number of different typefaces to three or four. That doesn't mean you can't use more but be sure you have a good reason to do so.

Be consistent in the use of fonts. A different font for every headline, for instance, is confusing and can give your design a cluttered look.

Select a font for body copy and another for headlines. Use bold, italics, and different sizes of those fonts for captions, subheadings, decks, and other design elements. This should be enough variety in a short presentation. It is also wise not to make sudden typeface changes within a paragraph. Use the same typeface for body copy, using only bold or italics to add small amounts of emphasis, if necessary.



ICAU1132B - OPERATE A PRESENTATION PACKAGE

Creating an Effective PowerPoint Presentation

Hints for a successful presentation

- Plan carefully;
- Do your research;
- Know your audience;
- Time your presentation;
- Practice your presentation;
- Speak comfortably and clearly.

Effective PowerPoint Slides

- Use design templates;
- Standardize position, colors and styles;
- Include only necessary information;
- Limit the information to essentials;
- Content should be self-evident;
- Use colors that contrast;
- Be consistent with effects, transitions and animation;
- Too many slides can lose your audience.

Text guidelines

- Generally no more than 6 words a line;
- Generally no more than 6 lines a slide;
- Avoid long sentences;
- Larger font indicates more important information;
- Font size generally ranges from 18 to 48 point;
- Be sure text contrasts with background;
- Fancy fonts can be hard to read;
- Words in all capital letters are hard to read;
- Avoid abbreviations and acronyms;
- Limit punctuation marks.

Clip Art and Graphics

- Should balance the slide;
- Should enhance and complement the text, not overwhelm;
- No more than two graphics per slide.





ICAU1132B - OPERATE A PRESENTATION PACKAGE

POWERPOINT INSTRUCTIONS

Save this document to the appropriate file in your school account (ICAU1132B Operate a Presentation Package).

TASK:

PowerPoint: Safety in the workplace

Your task is to prepare a PowerPoint presentation which focuses on the Occupational Safety and Health aspects of an industry that interests you.

Choose **one** from the following list:

- [Building and Construction](#)
- [Farming and Forestry](#)
- [Hairdressing](#)
- [Health and Community Services](#)
- [Hospitality and Tourism](#)
- [Manufacturing](#)
- [Metals and Engineering](#)
- [Retail](#)
- [Electrical](#)
- [Office](#)



To begin with, you will need to research the topic:

The web site below has information on OSH each for each of these industries.

www.worksafe.wa.gov.au/smartmove Choose *Industry Modules* then select the industry you have chosen.

Read through the information and take notes to help you put together your presentation. If you wish to you could work through the questions and pass the test to achieve and print out the WorkSafe Certificate for that industry.

You may wish to access further information on the internet by using an appropriate search engine.

To assist you in organizing information for your presentation, open the document [Creating an Effective PowerPoint Presentation](#) (from the school intranet) and print a copy to keep by you as you build the presentation in PowerPoint.

If you are not familiar with the PowerPoint Program you may wish to view the following online links which will help you to use the program successfully. Even if you have used PowerPoint before you may find some of the information helpful to draw your attention to appropriate details that will enhance your presentation.

Online links for PowerPoint:

1. A tutorial for PowerPoint
Google: *Overview training Microsoft Office Online PowerPoint*
The tutorial takes you through creating a PowerPoint step-by-step.
2. Making Presentations That Audiences will Love
www.nwlink.com/~donclark/hrd/templates/presentations.ppt
3. PowerPoint presentation
Making PowerPoint Slides. Avoiding the Pitfalls of Bad Slides.
www.iasted.org/conferences/formatting/Presentations-Tips.ppt -
4. "Death by **PowerPoint**". **Presentations** by Donald R. Clark
www.ecy.wa.gov/quality/plaintalk/resources/presentations.ppt



You should also open and read the document *Basic Rules and Hints for a Good Presentation* (from the school intranet) and apply these suggestions as you build your PowerPoint.

The guidelines for the presentation are as follows:

- Plan and organize your information on paper before you start;
- Limit the presentation to no more than 8 slides;
- Use presentation templates and slides to create the presentation;
- Ensure that the font settings are appropriate;
- Use *slide sorter* view to view multiple slides at once;
- Open and view different toolbars to view options available (design templates, colour schemes, animation schemes, slide design – drop down menu e.g. slide transition);
- Include an *object* and import an object in the presentation (pictures, clip art, tables, charts, photo);
- Change the order of the slides as required to improve sequencing;
- Type addition notes to each slide in the appropriate section;
- Incorporate animation effects in the slide transition;
- Test the transition of the presentation (*View, slide show*);
- Set the transition to change automatically after 5 seconds for all slides;
- Test the transition again (*View, slide show*);
- Preview the slides and run spell check;
- Save the presentation to the appropriate file. *ICAU1 132B Operate a presentation package*;
- **Print the Outline View of the slides:** *File, print, print what, select outline view. OK*
- **Print the Note pages:** *File, print, print what, select notes pages, OK.*

When you have completed the PowerPoint presentation, number the copies of the Outline View and the Notes pages and place them in your Evidence File. Add the documents to the Evidence Index list.

Complete the POWERPOINT PRESENTATION CHECKLIST, run your presentation and ask your teacher to view the presentation and sign your checklist.

Number the CHECKLIST and put it in your Evidence File and enter the details on the Evidence Index List.

NOTES:





ICAU1132B - OPERATE A PRESENTATION PACKAGE

POWERPOINT PRESENTATION CHECKLIST
 (Print this document for your file)

Completed
 ✓

Plan and organize your information on paper before you start	
Limit the presentation to no more than 8 slides	
Use program presentation templates and slides to create the presentation	
Ensure that the font settings are appropriate	
Use slide sorter view to view multiple slides at once	
Open and view different toolbars to view options available (design templates, colour schemes, animation schemes, slide design – drop down menu e.g. slide transition)	
Add objects and import objects (pictures, clip art, tables, charts)	
Change the order of the slides as required to improve sequencing	
Add notes to each slide	
Incorporate animation effects in the slide transition	
Test the transition of the presentation	
Set the transition to change each slide automatically after 5 seconds	
Preview the slides and run spell check	
Save the presentation to the appropriate file. <i>ICAU1132B Operate a presentation package</i>	
Preview the slides and run spell check	
Print the <i>Outline View</i> of the slides	
Print the <i>Note pages</i>	

Student Name	
Student Signature	
Date	

Teacher has viewed the student's presentation:

Teacher Name		
Teacher signature		Date



ICAU1132B - OPERATE A PRESENTATION PACKAGE

STUDENT NAME _____

POWERPOINT TERMINOLOGY - WORD SLEUTH

C	H	C	H	T	C	E	L	E	S	T	E	X	T	L
O	O	C	A	N	I	T	E	C	N	E	I	D	U	A
N	S	L	Z	Y	H	H	I	D	R	M	D	Y	K	N
S	T	I	O	L	P	O	R	O	I	P	E	O	Y	I
I	Y	P	O	U	A	U	N	F	O	L	D	F	E	M
S	L	A	M	L	R	Y	B	H	R	A	S	O	N	A
T	E	R	E	T	G	S	O	N	N	T	A	N	O	T
E	S	T	L	I	E	T	C	U	O	E	X	T	I	I
N	G	I	S	E	D	N	S	H	T	N	G	R	T	O
C	U	S	T	O	M	I	S	E	E	A	N	A	I	N
Y	O	M	C	A	T	O	A	Y	S	M	I	J	S	S
T	P	O	W	E	R	P	O	I	N	T	E	Y	N	H
M	O	D	I	F	Y	T	M	M	A	K	D	R	A	P
N	N	I	D	N	U	O	R	G	K	C	A	B	R	A
A	Y	M	H	A	N	D	O	U	T	S	F	A	T	P

Animation	Layout
Audience	Modify
Background	Note
Clipart	PowerPoint
Customise	Select
Design	Template
Dot points	Text
Fade in	Transition
Font	Unfold
Graphic	Zoom
Handouts	
Colour scheme	

Print out this document and find each of the following words in the word sleuth above.

When you have completed the activity, number the document and include it in your Evidence File. Record the document details in your Evidence File Index.