



CATAPULT

BSBITU302

Create electronic presentations

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Table of Contents (Extract)

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This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit BSBITU302.

For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:

https://catapultlearning.com.au/product/BSBITU302_2013/

Trainer/assessor guide

BSBITU302

Create electronic presentations — PowerPoint 2013

Welcome to this unit of study

This unit describes the skills and knowledge required to design and produce electronic presentations for speakers, for self access and online access.

It applies to individuals employed in a range of work environments who design electronic presentations. They may work as individuals providing administrative support within an enterprise, or may be responsible for production of their own electronic presentations.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set

Contents

About this trainer/assessor guide	4
Learning resource.....	5
Topic 1: Prepare to create presentation.....	5
Ergonomics.....	5
Purpose, audience and mode of presentation	8
Presentation requirements	11
Energy and resource conservation techniques.....	13
Check your understanding	15
Topic 2: Create presentation.....	17
Designing slides, notes and handout masters	17
Design and layout	24
Visual impact and emphasis.....	30
Advanced software features	33
Designated timelines.....	39
Check your understanding	41
Topic 3: Finalise presentation	43
Manuals, user documentation and online help	43
Spelling and consistency	49
Presentation materials.....	51
Storing presentation.....	54
Check your understanding	63
References.....	65
Assessment workbook.....	67
Unit information.....	69
What is competency-based assessment?.....	70
How will my competency be assessed?.....	71
Assessment agreement.....	72
Foundation skills checklist.....	73
Skills recognition.....	74
Topic 1: Prepare to create presentation.....	75
Topic 2: Create presentation.....	76
Topic 3: Finalise presentation	77
Knowledge questions	78
Topic 1: Prepare to create presentation.....	79
Topic 2: Create presentation.....	84
Topic 3: Finalise presentation	88
Topic 4: Specific knowledge evidence	92
Performance tasks.....	93
Third party evidence collection agreement	94
Topic 1: Prepare to create presentation.....	95
Topic 2: Create presentation.....	98
Topic 3: Finalise presentation	99

Completion record..... 101
Unit mapping and assessment checklist 102
Trainer/ assessor user instructions..... 104

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Prepare to create presentation
- » Create presentation
- » Finalise presentation

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- » a set of true or false questions
- » a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

Assessment workbook

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- » information on competency-based assessment
- » instructions on how you will be assessed
- » assessment tools to assess your competence
- » instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

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