Australian Government

Department of Education, Employment and Workplace Relations

ICAU1132B Operate a presentation package

Release: 1

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

ICAU1132B Operate a presentation package

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit defines the competency required to operate presentation 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 • ICAU1130B Operate a spreadsheet application • ICAU1131B Operate a database application No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Application of the Unit

Application of the unit	

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units		

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Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Create presentations	1.1. Open a presentation package application and create a simple design for a presentation according to organisational requirements
	1.2. Open a blank presentation and add text and graphics
	1.3. Apply existing styles within a presentation
	1.4. Use presentation template and slides to create a presentation
	1.5. Use various *tools* to improve the look of the presentation
	1.6. Save presentation to correct directory
2. Customise basic settings	2.1. Adjust display to meet user requirements
	2.2. Open and view different *toolbars* to view options
	2.3. Ensure *font settings* are appropriate for the purpose of the presentation
	2.4. View multiple slides at once
3. Format presentation	3.1. Use and incorporate organisational charts, bulleted lists and modify as required
	3.2. Add *objects* and manipulate to meet presentation purposes
	3.3. Import *objects* and modify for presentation purposes
	3.4. Modify slide layout, including text and colours to meet presentation requirements
	3.5. Use *formatting tools* as required within the presentation
	3.6. Duplicate slides within and/or across a presentation
	3.7. Reorder the sequence of slides and/or delete slides for presentation purposes
	3.8. Save presentation in another *format*
	3.9. Save and close presentation to *disk*
4. Add slide show effects	4.1. Incorporate preset animation and multimedia effects into presentation as required to enhance the presentation
	4.2. Add slide transition effects to presentation to ensure smooth progression though the presentation
	4.3. Test presentation for overall impact
	4.4. Use onscreen navigation tools to start and stop slide show or move between different slides as required
5. Print presentation and	5.1. Select appropriate print format for presentation

ELEMENT	PERFORMANCE CRITERIA
notes	5.2. Select preferred slide orientation
	5.3. Add notes and slide numbers
	5.4. Preview slides and spell check before presentation
	5.5. Print the selected slides and submit presentation to *appropriate person* for feedback

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.

Required skills
• Reading and writing at a level where basic workplace documents are understood • Clear and precise communication • Interpretation of user manuals • Low-level decision making in relation to creating an electronic presentation

Required knowledge
• Basic technical terminology in relation to reading help files and prompts • Organisational benchmarks for keyboarding • Different types of presentations: formal, informal; audience types • Presentation pitfalls

Evidence Guide

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 ensure the learner can create, format and prepare presentations for distribution and display. To demonstrate competency in this unit the person will require access to: • PC and printer • Documents detailing organisational style guide/policy
Context of and specific resources for assessment	Presentations are an important form of communication and marketing used by organisations to convey information; presentations may be formal or informal. An individual demonstrating this competency will be able to present a set range of data in a simple and direct format using a presentation package. 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

EVIDENCE GUIDE	
	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 • ICAU1130B Operate a spreadsheet application • ICAU1131B Operate a database application 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

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Range Statement

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
Font settings may include:	• type • size • colour
Objects may include:	• other documents • pictures • tables • sound
Formatting tools	• Menu commands within the application, such as help, search and replace, spell check, undo, cut, copy, paste
Format	• Saving the presentation as another type of document, such as: HTML, XML, comma separated values or text
Disk may include but are not limited to:	• Floppy disks • CDs • CD-RW (Compact Discs-Read Write) • DVD RW • zip disks • solid state hard drives
Print format may include:	• layout • quality • number of copies • colour or black and white
Appropriate person may include:	• supervisor

RANGE STATEMENT	
	• teacher • authorised business representative • client
User requirements	• How the user wants an application, desktop, computer or document to appear
Toolbars can contain:	• buttons • menus • a combination of both

Unit Sector(s)

Unit sector	Use

Co-requisite units

Co-requisite units		

Competency field

Competency field	

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