



Australian Government

Department of Education, Employment and Workplace Relations

ICAICT106A Operate presentation packages

Release: 1

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Modification History

Release	Comments
Release 1	This Unit first released with <i>ICA11 Information and Communications Technology Training Package version 1.0</i>

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to operate presentation applications and perform basic operations, including creating, formatting and adding effects to presentations.

Application of the Unit

This unit applies to individuals employed in a range of work environments who create electronic presentations.

Presentations are an important form of communication and marketing used by organisations to convey information. They 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.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement but users should confirm requirements with the relevant federal, state or territory authority.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Element	Performance Criteria
<i>Elements describe the essential outcomes of a unit of competency.</i>	<i>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.</i>

Elements and 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 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 presentations	3.1 Use and incorporate organisational charts and 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 across a presentation 3.7 Reorder the sequence of slides and delete slides for presentation purposes 3.8 Save presentation in another format 3.9 Save and close presentation to storage device
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 through the presentation 4.3 Test presentation for overall effect 4.4 Use onscreen navigation tools to start and stop slide show or move between different slides as required
5. Print presentation and notes	5.1 Select appropriate print format for presentation 5.2 Select preferred slide orientation

	5.3 Add notes and slide numbers 5.4 Preview slides and run spell check before presentation 5.5 Print the selected slides and submit presentation to <i>appropriate person</i> for feedback
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Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
 - communicate with peers and supervisors
 - seek assistance and expert advice
- literacy skills to:
 - interpret user manuals and help functions
 - read and write basic workplace documents
- problem-solving skills to address common operational problems when operating a presentation package
- technical skills to operate a personal computer (PC).

Required knowledge

- basic technical terminology to read help files and prompts
- different types of:
 - formal and informal presentations
 - audience types
- effect of design features on readability and appearance of electronic presentations
- presentation pitfalls
- use of suitable presentation effects for different audiences.

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 ability to: • create, format and prepare presentations for distribution and display • customise basic settings • add slide show effects.
Context of and specific resources for assessment	Assessment must ensure access to: • use of PC and printer • use of presentation software currently used in industry • documents detailing organisational style guide and policy • appropriate learning and assessment support when required. Where applicable, physical resources should include equipment modified for people with special needs.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • verbal or written questioning to assess candidate's knowledge of presentation software functions • direct observation of candidate creating and formatting presentations • review of presentations, including formatting and slide show effects.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, where appropriate. Assessment processes and techniques must be culturally appropriate, and suitable to the communication skill level, language, literacy and numeracy capacity of the candidate and the work being performed. Indigenous people and other people from a non-English speaking background may need additional support. In cases where practical assessment is used it should be combined with targeted questioning to assess required knowledge.

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:	• available templates • help • search and replace • simple formatting tools • spell check.
User requirements may refer to:	• appearance and type of: • application • computer • desktop • document.
Toolbars can contain:	• buttons • menus • a combination of both.
Font settings may include:	• colour • size • type.
Objects may include:	• animations • other documents • pictures • sound • tables.
Formatting tools may include:	• menu commands within the application: • copy • cut • help • paste • search and replace • spell check • undo.
Format may include:	• saving the presentation as another type of document: • comma separated values or text • HTML

	• XML.
Storage device may include:	• disks: • CD • DVD • blu-ray • external hard drive, such as universal serial bus (USB) flash drive • internal hard drive • web storage.
Print format may include:	• colour or black and white • layout • thumbnails • number of copies • quality.
Appropriate person may include:	• authorised business representative • client • supervisor.

Unit Sector(s)

General ICT