



Australian Government

ICTICT106 Operate presentation packages

Release: 1

ICTICT106 Operate presentation packages

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to perform basic tasks using a presentation application package, and includes creating, formatting and adding effects to presentations.

It applies to individuals employed in a range of work environments who need to be able to present a set range of data in a simple and direct format.

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

Unit Sector

General ICT

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Create presentations	1.1 Open presentation package and create a simple design for a presentation according to organisational requirements 1.2 Open 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 the appropriate storage device and folder
2. Customise basic	2.1 Adjust display to meet user requirements

ELEMENT	PERFORMANCE CRITERIA
settings	2.2 Open and view different toolbars to view options 2.3 Ensure font settings are appropriate for the presentation purpose 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 sequence of slides and delete slides for presentation purposes 3.8 Save presentation in another format 3.9 Save to storage device and close presentation
4. Add slide show effects	4.1 Incorporate pre-set 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 selected slides and submit presentation to appropriate person for feedback

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.5, 2.1, 4.3, 5.4	- Reviews on-line and hardcopy text, and identifies relevant organisational and job requirements - Interprets and comprehends symbols, text, numbers and letters necessary for operating computer hardware and software
Writing	1.2, 5.3	Uses appropriate terminology and plain English to enhance the presentation and add notes
Oral Communication	1.1, 2.1, 5.5	Uses effective questioning and listening techniques, and simple and relevant terminology to clarify requirements and obtain feedback
Numeracy	3.7, 4.1	Counts, adds and subtracts whole numbers and fractions for sequencing and timing purposes
Interact with others	5.5	Begins to use routine forms of written communication relevant to immediate work role with a limited awareness of requirements and expectations
Get the work done	1.1-1.6, 2.1-2.4, 3.1-3.9, 4.1-4.4, 5.1, 5.4, 5.5	- Plans routine tasks with familiar goals and outcomes, taking limited responsibility for decisions regarding sequencing - Understands purpose and specific functions of common digital tools used in work contexts - Takes responsibility for routine, low-impact decisions within familiar situations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTICT106 Operate presentation packages	ICAICT106A Operate presentation packages	Updated to meet Standards for Training Packages. Minor edits to clarify intent of performance criteria.	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2>