Unit Name: Create Electronic Presentations
Unit Number: BSBADM306A

<table>
<thead>
<tr>
<th>Learning Outcome &amp; Element</th>
<th>Performance Criteria</th>
<th>Activity in Get Flexible Resource</th>
<th>Unit Specific Activities</th>
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<tr>
<td>(1) Use Safe Work Practices</td>
<td>1. Workspace, furniture and equipment are adjusted to suit ergonomic requirements of the user 2. Work organisation meets organisational and statutory requirements for computer operation 3. Energy and resource conservation techniques are used to minimise wastage in accordance with organisational and statutory requirements</td>
<td>Warm-Up Circuit  “Set up a study space”</td>
<td>• Set Up a Study Space reading and activity  • Personal learning space notes  • Posture is Important reading notes  • Study Space slideshow  • Ergonomics website</td>
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<tr>
<td>(2) Prepare presentation</td>
<td>1. The purpose, audience and mode of presentation are determined in consultation with the author/presenter 2. Presentation requirements in terms of supporting documents, transparencies and equipment are identified 3. Slide, notes and handout masters are designed to incorporate organisational task requirements in relation to image and preferred styles 4. Software functions are utilised for consistency of design and layout to meet identified presentation requirements 5. Presentation features are balanced for visual impact and emphasis 6. Presentations are prepared with designated timelines</td>
<td>Step-Up Circuit  “Digital and online Presentations”</td>
<td>• Storyboard Template  • ACCAD Storyboarding Website</td>
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</table>
| (3) Produce Presentation | 1. Advanced software features are used to streamline and customise the presentation for different audiences  
2. Manuals, user documentation and online help are used to overcome problems with design and production  
3. Presentation is checked for spelling, consistency and style in accordance with task requirements  
4. Presentation is rehearsed to adjust pace and timing in accordance with task requirements  
5. Presentation materials are printed in accordance with presenter/audience requirements  
6. Presentation is stored, in accordance with organisational requirements and the application exited without information loss/damage | Step-Up Circuit  
“Digital and online Presentations” | - Altec storyboard website  
- Presentation tools  
- Photo story workout guide  
- Prezi workout guide |