TECHDUPP2

J7W0 04 - Create enhanced digital presentations

Overview

This standard is about creating enhanced digital presentations using industry standard software packages.

This involves creating presentations, and adding transitions and animations and to slides. It also includes using design and formatting tools to organise content as well as importing digital media assets into presentations.

This standard is for those who need to create standard digital presentations using industry standard software to meet their own needs or as part of their duties.

J7W0 04 - Create enhanced digital presentations

Performance criteria

You must be able to:

1. Identify the target audience for a digital presentation to guide design requirements
2. Agree the purpose and specification of the presentation with stakeholders
3. Select appropriate organisational templates, themes and layouts to display content in line with organisational standards
4. Insert media files into digital presentations in line with requirements
5. Add notes to slides to provide clear guidance to co- presenters
6. Add slide transition effects to digital presentation slides to enhance delivery in line with organisational standards
7. Create and import tables, charts and graphs into digital presentations in line with requirements
8. Save presentations into appropriate shared or local repositories in line with organisational standards

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Knowledge and understanding

You need to know and understand:

1. Who the audience are for the intended digital presentation
2. What the requirements are for presentations
3. The different layouts and themes that can be applied to slides
4. How to implement themes and layouts to slides
5. How to apply visual effects to slideshows and previews
6. How to insert video and audio clips into digital presentations
7. How to implement animation effects to enhance slide progression
8. How to implement tables and charts in digital presentations
9. How to add transition effects and sounds
10. How to present slides as a slide show
11. How to add and print speaker notes
12. How to store presentation files into shared or local repositories

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