

Overview

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

This involves creating standard presentations, adding content and editing, saving, and sharing presentations.

It also includes using standard 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.

Performance criteria

You must be able to:

1. Identify the purpose of the presentation and its key aims with stakeholders
2. Create a new digital presentation layout in line with requirements
3. Format presentation design, including title slide, background, headers and footers in line with organisational standards
4. Add text and graphics content to meet requirements
5. Import digital images and other media into digital presentations in line with organisational procedures
6. Review and check digital presentations to identify and rectify errors
7. Review the presentation as a slide show to test that it meets delivery requirements
8. Edit and update digital presentations in line with requirements
9. Save digital media presentations for delivery and reuse in line with organisational standards
10. Share and upload digital presentations to online environments in line with organisational procedures

Knowledge and understanding

You need to know and understand:

1. Who the digital presentation is aimed at
2. How to identify the main purpose of the digital presentation
3. The standard start-up parameters used in a digital presentation
4. The principles of presentation planning and design
5. How to setup a digital presentation using industry standard software
6. How to add text and work with bullets in presentations
7. The different types of images that can be embedded into a presentation
8. How to edit inserted images
9. The standard editing functions in digital presentation software and how to apply them
10. The standard formatting functions of digital presentation software and how to use them
11. The industry standard file formats for saving and sharing digital presentations
12. How to view a presentation as a slide show
13. How to save a digital presentation file
14. How to check text formatting and positioning of images
15. How to share and communicate a digital presentation

Create digital presentations

Developed by	ODAG
Version Number	1
Date Approved	March 2022
Indicative Review Date	March 2025
Validity	Current
Status	Original
Originating Organisation	ODAG Consultants Ltd
Original URN	TECHDUPP1
Relevant Occupations	ICT for users
Suite	IT Users
Keywords	digital presentation
