

Domain	OFFICE ADMINISTRATION	Unit ID: 118
Title:	Produce a presentation document as part of office procedures	
Level: 3		Credits: 6

Purpose

This unit standard specifies the competencies required to produce a presentation document as part of office procedures using a standard software application. It includes modifying and creating presentations, manipulating text and images, formatting text, inserting and modifying clip art, inserting and modifying WordArt, using the preview function, using Wizard and producing a hard copy of the document. This unit standard is intended for people who work in an office environment.

Special Notes

1. Entry information
Prerequisite:
 - Unit 90 - *Follow workplace safety procedures in an office environment* or demonstrated equivalent knowledge and skills.
2. To demonstrate competence, at a minimum, evidence is required of creating a presentation of ten slides, incorporating text, graphic images and slides from other presentations.
3. Office equipment may include but is not limited to computer, external devices, storage devices and presentation software application.
4. Assessment evidence may be collected from a real workplace or a simulated real workplace or an appropriate simulated realistic environment in which office administration operations are carried out.
5. Performance of all elements in this unit standard must comply with all relevant workplace requirements and /or manufacturer's specifications.
6. Regulations and legislation relevant to this unit standard include the following:
 - Labour Act, No. 6, 1992
 - Occupational Health and Safety Regulations No. 18, 1997
 and all subsequent amendments.

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on www.nta.com.na

Elements and Performance Criteria

Element 1: Modify a presentation document

Performance Criteria

- 1.1 Presentation application is accessed.
- 1.2 Existing presentation document is opened.
- 1.3 Modifications are made.
- 1.4 Document is saved.
- 1.5 Presentation application is closed and exited.

Element 2: Create a presentation

Range

Automatic slide layout format may include title slide, bulleted lists, column text, table.

Performance Criteria

- 2.1 Background design is selected.
- 2.2 Appropriate slide layout format is selected.
- 2.3 A new slide is inserted.
- 2.4 Text is entered into slide.

Element 3: Manipulate texts and images

Performance Criteria

- 3.1 Texts and images are duplicated by using copy and paste.
- 3.2 Texts and images are moved by using cut and paste.
- 3.3 Past slides are copied and cut.
- 3.4 Slides are deleted if necessary.
- 3.5 Headers and footers are inserted.

Element 4: Format text

Range

Formatting may include font types, font sizes and application of different colours to text font.

Alignment may include left, right, centre, adjusting of line spacing between paragraphs and selection of bullets and numbers.

Performance Criteria

- 4.1 Text is formatted.
- 4.2 Text is aligned.

Element 5: Modify text boxes

Performance Criteria

- 5.1 Text boxes are resized and moved within a slide.
- 5.2 Text boxes are deleted, if necessary.
- 5.3 Line weights, style and colours of text box are set.

Element 6: Insert and modify clip art

Performance Criteria

- 6.1 Clip art is inserted from the gallery or disk.
- 6.2 Colours are changed.
- 6.3 Colour contrasts in picture are increased or decreased.
- 6.4 Picture is cropped away.
- 6.5 Watermark is created.
- 6.6 Picture is rotated or flipped.

Element 7: Insert and modify WordArt

Performance Criteria

- 7.1 Font and font size is changed.
- 7.2 Options are selected from WordArt gallery.
- 7.3 WordArt shape is changed and rotated.
- 7.4 WordArt text is formatted.

Element 8: Use the preview function

Performance Criteria

- 8.1 Presentation document is previewed in slide, outline, slide sorting or notes view.

Element 9: Use Wizard to produce a presentation

Performance Criteria

- 9.1 A presentation is created from the auto content wizard.
- 9.2 Appropriate type of presentation is selected.
- 9.3 Type of output is selected.
- 9.4 Topics on slides are replaced with new information.

Element 10: Produce a hard copy

Performance Criteria

- 10.1 Slides and handouts are printed using basic printing procedures.

Registration Data

Subfield:	Business Services
Date first registered:	28 September 2006
Date this version registered:	28 September 2006
Anticipated review:	2011
Body responsible for review:	Namibia Training Authority