

Overview

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

This involves using slide masters, adding hyperlinks, using and creating templates, and creating automated custom presentations. It also includes adding narrations to presentations.

This standard is for those who need to automate 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.
Agree the requirements for automating a digital presentation with stakeholders
2.
Use hyperlinks to connect to internal and external digital media and online sources in digital presentations to meet requirements
3.
Manage slide formatting using slide masters to implement organisational house style in presentations
4.
Adopt templates to provide pre-defined structure to digital presentations in line with organisational standards
5.
Create new templates for guiding digital presentation structure in line with organisational requirements
6.
Preview presentations using rehearsal features to develop required delivery timing and style to meet audience requirements
7.
Create a custom slide show to automate a presentation for automated playback
8.
Add audio narrations to digital presentations in line with organisational requirements
9.
Save presentations into appropriate shared or local repositories in line with organisational standards
10.
Present digital presentations using automated playback features in line with organisational requirements

Knowledge and understanding

You need to know and understand:

1. How to specify the requirements for a digital presentation
2. How to apply videos to digital slide presentations
3. How to work with presentation modes
4. How to create and work with templates in digital presentations
5. The accessibility standards that define accessibility needs of all audiences
6. The constraints which may affect a digital presentation
7. How to use an accessibility checker to ensure the presentation can be understood by all
8. The importance of previewing and rehearsing automated digital presentations
9. The slideshow features that can be implemented for digital presentations
10. How to create an automated custom slideshow
11. How to present a digital presentation to meet audience needs

TECHDUPP3

Automate digital presentations



Developed by e-skills

Version Number 1

Date Approved 30 Mar 2022

Indicative Review Date 30 Mar 2025

Validity Current

Status Original

Originating Organisation ODAG Consultants Ltd

Original URN TECHDUPP3

Relevant Occupations ICT for Users

Suite IT Users

Keywords digital presentation
