**Student RPL Assessment (Practical Test)**

**Microsoft Power Point 2016**

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| **Business Unit/Work Group** | Library Studies |
| **Qualification Code** | National Code: BSB42115TAFE SA Code: TP00894 | **Qualification Title:** | Certificate IV Library and Information Services |
| **Unit Code:** | ICTICT203 | **Unit Title:** | Operate application software packages |
| **RPL Assessment Task Title** | 2UAP PowerPoint Assessment |
| **Assessor Name:** | Jane Lawn jane.lawn@tafesa.edu.au  |
| **Date:** | 2020 Academic Year |

**Student RPL guide for practical assessment**

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| **Overview of RPL Assessment** | This assessment will require you to create a PowerPoint Presentation that includes a linked spreadsheet, according to the directions given.In this assessment you will demonstrate the following:* Using Microsoft Excel 2016
* Using PowerPoint 2016
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| **Task/s to be assessed** | * 2UAP\_iREAD\_Presentation
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| **Due date:** | You would have received an email from your TAFE SA RPL Coordinator or Lecturer outlining the due date for your assessment. |
| **Location:** | You can complete this assessment anywhere. |
| **Decision making rules:** | To receive a satisfactory outcome for this assessment you must complete all questions correctly. |
| **Assessment conditions:** | You may refer to Microsoft online help. |
| **Resources required:** | A computer installed with Microsoft Excel 2016 and Microsoft PowerPoint 2016 |
| **Results/re-submission:** | You have 2 attempts to complete this assessment. After your first attempt you will be given one more opportunity to rectify your work and resubmit. |
| **Submission:** | Please email your RPL submission including all required attachments directly to your assessor. |

**Recognition of Prior Learning (RPL)**

**2UAP Power Point Assessment 2016**

1. Copy your iREAD\_Sales Excel Workbook into your PowerPoint\_Assessment folder
2. Create a new blank presentation using PowerPoint and save it as 2UAP\_iREAD\_Presentation into your PowerPoint\_Assessment folder.
	1. Choose the Parallax theme for the first slide
	2. Insert a new slide
	3. Change to Master Slide view and insert the 2UAP\_iREAD\_logo into the top right corner of topmost slide 1 and slide 2 (the next slide)



* 1. Choose the soft edge rectangle Picture Style for the logos on each of the 2 slides in Master View
	2. Choose the Blue Warm Colours scheme for each of the first 2 slides in Master View
	3. Exit Master View
	4. Insert a new slide – the logo should now appear automatically
	5. On the first slide add the title 2UAP iREAD Book Shop
	6. Resize the 2 in the 2UAP to be a larger font size in proportion to the UAP
	7. Add the sub title – Opening Night
	8. On Slide 2 add the title – Opening Night Sales
	9. Click in the body of the slide and from the Insert Menu choose Object
	10. Create an Excel Spreadsheet Chart from file, browse to your iREAD Sales file, make sure you check link so the chart is linked from the spreadsheet.
	11. Choose ok and your spreadsheet data and chart will appear on the slide.
	12. Adjust the title size and object size so it all fits on the slide neatly
	13. Right click on the object in PowerPoint and choose update link
	14. On the 3rd Slide the title will be “Our biggest Competition”
	15. Delete the insert text box from the middle of the slide so it is now a blank space
	16. Insert 4 shapes of your choice, we are writing text in the shape so an excellent choice is a rectangle, place where you like on the slide
	17. Insert the following text, one for each of the 4 boxes;
		1. Dymocks
		2. Boomerang Books
		3. ABC Shop
		4. Booktopia
	18. Use Google to find the webpages for these and create Hyperlinks out of the shapes
	19. Run the slide show from the current slide and test each hyperlink
	20. Apply Animations to the shapes, using a different animation for each shape, run and test.
	21. Continue to next page for last slide details
	22. 4th Slide as below;
	23. Slightly rotate your image as shown
	24. Animations;
		1. Picture – Bounce
		2. Text - Grow and Turn
	25. Apply Transitions of your choice to each slide
	26. Run the entire slideshow
	27. Export your PowerPoint to pdf format and save to your folder
	28. Zip the Excel Assessment folder and rename it to your name and student ID.
	29. Email your completed RPL submission to your assessor.



\*\*\* END OF ASSESSMENT \*\*\*