116930 Work Sample

Create the following PowerPoint slide shows at work:

1. Organisation hierarchy to contain the following slides:
   1. An organisational chart of the entire company
   2. An organisational chart of your department/section
   3. The charts must contain at least three levels each.
   4. Add your organisation’s logo to the slide master
2. A chart to show the targets of your department/section: This could be sales targets, production targets, help desk call targets, etc.
   1. The chart must show the actual targets as well as the results of your department/section. For example, in a help desk environment, the target may be to handle 100 calls successfully per day while the results show that only 80 successful calls were handled.
   2. Make sure that you select the correct type of chart for your information
   3. Add animation and transition effects to your slide show: at least time and entrance/exit effects

This should be a column or bar chart

1. A chart that shows your personal budget – how you spend your money every month.

This should be a pie chart

1. Prepare a presentation for your team about any work-related subject. The slide show must contain at least 5 slides
   1. Draw a picture in one of the slides
   2. Change the font and colours of the presentation
   3. Add animation and transition effects

Save your work to a CD or a flash drive and take to your facilitator, or make use of e-mail if approved by your facilitator

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