Unit Title: **Using Presentation Software**
Unit Level: **Entry 3**
Unit Credit Value: **2**
GLH: **15**
LASER Unit Code: **WJC506**
Ofqual Unit Code: **K/506/0373**

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		**The learner can:**	
1.	Be able to input appropriate information into presentation slides.	1.1	Identify what types of information to use in the presentation.
		1.2	Enter information into presentation slides so that it is ready for editing and formatting.
		1.3	Identify copyright constraints on using others' information.
		1.4	Make sure that any copyright constraints are followed.
		1.5	Store and retrieve presentation files effectively, in line with any guidelines where relevant.
2.	Be able to use presentation software tools to structure, edit and format slides.	2.1	Select a template and theme for slides.
		2.2	Edit slides.
		2.3	Format slides.
3.	Be able to prepare slides for presentation.	3.1	Prepare slides for presentation.
		3.2	Check presentation, using IT tools and making corrections as appropriate.

Assessment Guidance:
NA

Additional Information:
NA