

Unit Title: Presentation Software
Unit Level: Level 3
Unit Credit Value: 6
GLH: 45
LASER Unit Code: CAI989
Ofqual Unit Code: T/502/4623

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Input and combine text and other information within presentation slides.	1.1	Explain what types of information are required for the presentation.
		1.2	Enter text and other information using layouts appropriate to type of information.
		1.3	Insert charts and tables and link to source data.
		1.4	Insert images, video or sound to enhance the presentation.
		1.5	Identify any constraints which may affect the presentation.
		1.6	Organise and combine information for presentations in line with any constraints.
		1.7	Store and retrieve presentation files effectively, in line with local guidelines and conventions where available.
2.	Use presentation software tools to structure, edit and format presentations.	2.1	Explain when and how to use and change slide structure and themes to enhance presentations.
		2.2	Create, amend and use appropriate templates and themes for slides.
		2.3	Explain how interactive and presentation effects can be used to aid meaning or impact.
		2.4	Select and use appropriate techniques to edit and format presentations to meet needs.
		2.5	Create and use interactive elements to enhance presentations.
		2.6	Select and use animation and transition techniques appropriately to enhance presentations.
3.	Prepare interactive slideshow for presentation.	3.1	Explain how to present slides to communicate effectively for different contexts.
		3.2	Prepare interactive slideshow and associated products for presentation.

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		3.3	Check presentation meets needs, using IT tools and making corrections as necessary.
		3.4	Evaluate presentations, identify any quality problems and discuss how to respond to them.
		3.5	Respond appropriately to quality problems to ensure that presentations meet needs and are fit for purpose.

Assessment Guidance:

See IT User Assessment Strategy available from www.e-skills.com

Additional Information:

NA
