Unit Title: **Using Presentation Software**
Unit Level: **Level 1**
Unit Credit Value: **3**
GLH: **20**
LASER Unit Code: **WJC612**
Ofqual Unit Code: **M/506/0374**

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		**The learner can:**	
1.	Be able to input and combine text and other information within presentation slides.	1.1	Identify what types of information best meet the needs of the presentation.
		1.2	Select and use different slide layouts as appropriate for different types of information.
		1.3	Enter text and other information into presentation slides so that it is ready for editing and formatting.
		1.4	Identify any constraints which may affect the presentation.
		1.5	Combine information of different forms and/or from different sources to create presentations.
		1.6	Store and retrieve presentation files effectively, in line with any guidelines and conventions where relevant.
2.	Be able to use presentation software tools to structure, edit and format slides.	2.1	Identify the most appropriate slide structure to use.
		2.2	Select and use an appropriate template to structure slides.
		2.3	Select and use appropriate techniques to edit slides.
		2.4	Select and use appropriate techniques to format slides.
3.	Be able to prepare slides for presentation to meet needs.	3.1	Prepare slides for presentation to meet needs and communicate effectively and appropriately.
		3.2	Check presentation meets needs, using IT tools and making corrections as necessary.

Assessment Guidance:
NA

Additional Information:
NA