

**Unit Title:** Presentation Software  
**Unit Level:** Level 2  
**Unit Credit Value:** 4  
**GLH:** 30  
**LASER Unit Code:** CAJ040  
**Ofqual Unit Code:** M/502/4622

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	Identify 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 into presentation slides.
		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 of different forms or from different sources for presentations.
		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 slide sequences.	2.1	Identify what slide structure and themes to use.
		2.2	Select, change and use appropriate templates for slides.
		2.3	Select and use appropriate techniques to edit slides and presentations to meet needs.
		2.4	Select and use appropriate techniques to format slides and presentations.
		2.5	Identify what presentation effects to use to enhance the presentation.
		2.6	Select and use animation and transition effects appropriately to enhance slide sequences.
3.	Prepare slideshow for presentation.	3.1	Describe how to present slides to meet needs and communicate effectively.
		3.2	Prepare slideshow for presentation.
		3.3	Check presentation meets needs, using IT tools and making corrections as necessary.
		3.4	Identify and respond to any quality problems with presentations to ensure that presentations meet needs.

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<b>Assessment Guidance:</b>
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See IT User Assessment Strategy available from <a href="http://www.e-skills.com">www.e-skills.com</a> .
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<b>Additional Information:</b>
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