

Unit Title: Presentation Software
Unit Level: Level 1
Unit Credit Value: 3
GLH: 20
LASER Unit Code: WJH144
Ofqual Unit Code: Y/650/1743

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Be able to input information to presentation slides.	1.1	Identify types of information required for the presentation.
		1.2	Select different slide layouts for different types of information.
		1.3	Use chosen slide layouts for different types of information.
		1.4	Enter information into presentation slides ready for editing and formatting.
		1.5	Identify constraints that may affect the presentation.
		1.6	Combine information of different forms or from different sources for presentations.
		1.7	Store and retrieve presentation files in line with local guidelines and conventions.
2.	Be able to edit and format presentations.	2.1	Identify a slide structure to use.
		2.2	Select and use a template for slides.
		2.3	Select and use techniques to edit slides.
		2.4	Select and use techniques to format slides.
3.	Be able to prepare slides for a presentation.	3.1	Identify how to present slides to meet needs.
		3.2	Prepare slides for a presentation.
		3.3	Check presentation meets needs, using IT tools.
		3.4	Make corrections to presentation to meet needs.

Assessment Guidance:

Additional Information:

NA