

Unit Title: Presentation Software
Unit Level: Level 2
Unit Credit Value: 4
GLH: 30
LASER Unit Code: WJH145
Ofqual Unit Code: A/650/1744

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Be able to input to presentation slides.	1.1	Identify types of information required for the presentation.
		1.2	Enter text and other information using slide layouts .
		1.3	Insert charts and tables into presentation slides.
		1.4	Insert images, video or sound into presentation slides.
		1.5	Identify constraints that 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, in line with local guidelines and conventions .
2.	Be able to edit and format slide sequences.	2.1	Identify slide structures and themes to use.
		2.2	Select, change and use templates for slides.
		2.3	Select and use techniques to edit slides and presentations to meet needs.
		2.4	Select and use techniques to format slides and presentations.
		2.5	Identify effects to enhance the presentation.
		2.6	Select and use animation and transition effects to enhance slide sequences.
3.	Be able to prepare a slideshow for presentation.	3.1	Describe how to present slides to meet needs.
		3.2	Prepare a slideshow for presentation.
		3.3	Check presentation meets needs, using IT tools.
		3.4	Make corrections to presentation to meet needs.
		3.5	Identify and respond to quality problems to ensure that presentations meet needs.

Assessment Guidance:

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Additional Information:

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