Unit Title: **Presentation Software**
Unit Level: **Level 3**
Unit Credit Value: **6**
GLH: **45**
LASER Unit Code: **WJH146**
Ofqual Unit Code: **D/650/1745**

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	Explain the types of information required for the presentation.
		1.2	Enter text and other information using layouts to meet needs.
		1.3	Insert charts and tables and link to source data.
		1.4	Insert images, video and sound to enhance the presentation.
		1.5	Identify 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 in line with local guidelines and conventions.
2.	Be able to structure, edit and format presentations and slide sequences.	2.1	Explain when and how to use and change slide structure and themes to enhance presentations.
		2.2	Create and amend slide templates and themes to meet needs.
		2.3	Use a range of templates within a presentation.
		2.4	Explain how interactive and presentation effects can be used to aid meaning or impact.
		2.5	Select techniques to edit and format presentations to meet needs.
		2.6	Use chosen techniques to edit and format presentations to meet needs.
		2.7	Create and use interactive elements to enhance presentations.
		2.8	Select and use animation and transition techniques to enhance presentations.
3.	Be able to prepare an interactive slideshow for presentation.	3.1	Explain how to present slides to communicate in different contexts.
		3.2	Prepare an interactive slideshow and

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

Assessment Guidance:

Additional Information:
NA