

Unit 41: Presentation Software

Unit reference number: M/502/4622

QCF level: 2

Credit value: 4

Guided learning hours: 30

Unit type: Competence

Unit summary

Most presenters choose to use presentation software to help focus the audience on the information that is being presented.

In this unit you will learn how to use presentation software to combine text and other information, structure, edit and format slide sequences and prepare the final presentation.

Learning outcomes and assessment criteria

To pass this unit, the learner needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria outline the requirements the learner is expected to meet to achieve the unit.

Learning outcomes	Assessment criteria
<p>1 Input and combine text and other information within presentation slides</p>	<p>1.1 Identify what types of information are required for the presentation</p> <p>1.2 Enter text and other information using layouts appropriate to type of information</p> <p>1.3 Insert charts and tables into presentation slides</p> <p>1.4 Insert images, video or sound to enhance the presentation</p> <p>1.5 Identify any constraints which may affect the presentation</p> <p>1.6 Organise and combine information of different forms or from different sources for presentations</p> <p>1.7 Store and retrieve presentation files effectively, in line with local guidelines and conventions where available</p>
<p>2 Use presentation software tools to structure, edit and format slide sequences</p>	<p>2.1 Identify what slide structure and themes to use</p> <p>2.2 Select, change and use appropriate templates for slides</p> <p>2.3 Select and use appropriate techniques to edit slides and presentations to meet needs</p> <p>2.4 Select and use appropriate techniques to format slides and presentations</p> <p>2.5 Identify what presentation effects to use to enhance the presentation</p> <p>2.6 Select and use animation and transition effects appropriately to enhance slide sequences</p>

Learning outcomes	Assessment criteria
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

Information for tutors

Suggested resources

Books

Lowe D – *PowerPoint 2007 for Dummies* (John Wiley & Sons, 2006)
ISBN 9780470040591

Websites

www.openoffice.org/products/impress.html – OpenOffice Impress: tool for creating multimedia presentations

Other

Learners should be presented with a variety of content to choose from, as well as an industry standard presentation application such as Microsoft PowerPoint or OpenOffice Impress. This software should include slide tools and multimedia capabilities. Access to a range of information resources, such as CD ROMs and the internet, is necessary for carrying out research.

Assessment

This unit is internally assessed. To pass this unit the evidence that the learner presents for assessment must demonstrate that they have met the required standard specified in the learning outcomes and assessment criteria and the requirements of the Assessment Strategy.

To ensure that the assessment tasks and activities enable learners to produce valid, sufficient, authentic and appropriate evidence that meet the assessment criteria, centres should apply the *Unit assessment guidance* provided and the requirements of the Assessment Strategy given below.

Wherever possible, centres should adopt a holistic approach to assessing the units in the qualification. This gives the assessment process greater rigour and minimises repetition, time and the burden of assessment on all parties involved in the process.

Unit assessment requirements

Evidence of achievement can be derived from a variety of sources. Learners who use IT skills directly in their day-to-day work can prove their competence while doing so. Alternatively, learners can use scenarios and knowledge tests, or a mixture of both, to demonstrate competence.

For further guidance on assessing this unit, please refer to the e-skills UK ITQ Assessment Strategy in *Annexe B*.

Unit assessment guidance

This guidance supports assessors in making decisions about how best to assess each unit and the evidence needed to meet the assessment requirements. Centres can adapt the guidance for learners and the particular assessment context, as appropriate.

This unit can be assessed holistically with other units within the qualification such as: *Develop a Presentation* and *Deliver a Presentation*.

The primary source of evidence for demonstrating achievement of learning outcome 1, learning outcome 2 and learning outcome 3 is direct observation of the learner carrying out their work activities relating to using presentation software. The evidence from the direct observation could be supported by examining work products produced and distributed to colleagues and/or customers – this provides further evidence to meet the requirements for AC1.2, AC1.3, AC1.4, AC1.6, AC2.1, AC2.2, AC2.3, AC2.4, AC2.5, AC2.6 and AC3.2.

To achieve AC1.1, AC1.5, AC1.6 and AC1.7, learners need to provide evidence that they know the different types of information that are needed, identified any constraints which may affect the presentation, combined and merged information from different sources. Witness testimony can be used to support the evidence from direct observation for AC1.7.

Question and answer (Q&A) sessions could be used to assess AC3.1, AC3.3 and AC3.4. Learners' responses must be at the appropriate breadth and depth to meet the level of demand of the assessment criteria; for example learners need to describe how to present slides that communicate effectively and meet needs (AC3.1), check presentation meets needs and making corrections where necessary (AC3.3), identify and respond to quality problems with presentations so that it meets the needs (AC3.4).

Evidence of Recognition of Prior Learning (RPL) can also be used within the unit to confirm competence.