e-Quals Unit Syllabus

Level 1 – Creating simple presentations

7266 – 006

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Unit 006 Creating simple presentations

Syllabus Overview

Rationale

The aim of this unit is to provide candidates with a primary level of skills and knowledge to competently *perform a variety of presentation related tasks* using Information and Communication Technologies (ICT). Candidates develop an understanding of the basics of the presentation graphics application and the operating system in everyday usage and the ability to work in a supervised role following clear instructions in a competent manner.

Learning outcomes

There are **four** outcomes to this unit. The candidate will be able to:

- Input and edit the presentations text
- Input and edit the presentations graphics
- Position and manipulate text and graphics
- Input, print and demonstrate a multi-page/slide presentation

Guided learning hours

It is recommended that 30 hours should be allocated for this unit. This may be on a full time or part time basis.

Connections with other qualifications

This unit contributes towards the knowledge and understanding required for the following qualifications

Outcome	This award contributes to the following elements of NVQ(s)	
	IT Users N/SVQ (iTQ) Level 1:	
1, 2, 3	101	Make selective use of IT 1
1, 2, 3	102	Operate a computer 1
1, 2	108	Wordprocessing software 1
1, 2, 3	113	Presentation software 1
1, 2, 3, 4, 5	117	Use IT Systems 1

Key Skills

This unit contributes towards the Key Skills in the following areas

Application of number	
Communication	
IT	IT 1.1
Working with others	
Problem solving	PS 1.1
Improving own learning	

Assessment and grading

Assessment will be by means of a **set assignment** covering both practical activities and underpinning knowledge.

Unit 006 Creating simple presentations

Outcome 1 Input and edit the presentations text

Practical activities
The candidate will be able to:

1 load the presentation graphics application

2 open an existing template and add text

3 copy and paste selected text from other documents

4 use a spellchecker

5 resize text and change font attributes eg bold, underline, italic, colour

6 use indented and bulleted text

7 use systematic filenames to save edited presentations.

Underpinning knowledge
The candidate will be able to:

1 identify the hardware requirements for use of a presentation graphics application

   a processor power and memory requirements

   b identify the advantages and disadvantages of using templates

2 identify the advantages of using templates

3 identify the special features which attractively present text to suit intended audience eg text size, text attributes, use of space, indentation, bullets.

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Outcome 2 Input and edit the presentations graphics

Practical activities
The candidate will be able to:

1 insert clipart from hard disk, network location, optical or removable/portable media or the Internet

2 place and resize object in the page/slide

3 duplicate and delete objects / copy object to another page/slide

4 insert pre-defined shapes and add lines and arrows

5 add text to a pre-defined shape

6 modify colour and lines for a pre-defined shape

7 group a set of graphical objects.

Underpinning knowledge
The candidate will be able to:

1 identify and explain the importance of checking content to ensure accuracy

2 understand the importance of proof reading and the limitations of spell-check tools.

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Outcome 3 Position and manipulate text and graphics

Practical activities

The candidate will be able to:

1 set page/slide margins, tabs and indents

2 place text next to a graphical object

3 position and align text and graphical objects using the ruler

4 group text with a graphical object

5 reposition and resize grouped objects

6 use layers to order objects

7 rotate, mirror and invert objects.

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Outcome 4 Input, print and demonstrate a multi-page/slide presentation

Practical activities
The candidate will be able to:

1 input a new multi-page/slide presentation

2 duplicate and delete page/slides

3 view and move page/slides

4 run the presentation

5 use a pointer device to control page/slide transition

6 print a single page/slide from the presentation

7 print the whole presentation as a handout

8 close the presentation graphics application.

Underpinning knowledge
The candidate will be able to:

1 identify the hardware requirements for presenting a multipage/slide presentation

- a display type (large monitor, projector) and resolution
- b portable storage media
- c printer type eg colour/monochrome, laser/inkjet and resolution
- d pointer device

2 identify the problems associated with printing colour page/slides using a monochrome printer.

Unit record sheet

Use this form to track your progress through this unit.

Tick the boxes when you have covered each outcome. When they are all ticked, you are ready to be assessed.

Outcome	✓	Date
1 **Input and edit the presentations text**	☐	
2 **Input and edit the presentations graphics**	☐	
3 **Position and manipulate text and graphics**	☐	
4 **Input, print and demonstrate a multi-page/slide presentation**	☐	

Candidate Signature ..... **Date** .....

City & Guilds Registration Number .....

Quality nominee (if sampled) ..... **Date** .....

Assessor Signature ..... **Date** .....

External Verifier Signature (if sampled) ..... **Date** .....

Centre Name ..... **Centre Number** .....

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