e-Quals Unit Syllabus

Level 2 Designing and creating presentations

7266 - 026

www.cityandguilds.com/e-quals07
March 2007
Version 1.0

About City & Guilds

City & Guilds is the UK's leading provider of vocational qualifications, offering over 500 awards across a wide range of industries, and progressing from entry level to the highest levels of professional achievement. With over 8500 centres in 100 countries, City & Guilds is recognised by employers worldwide for providing qualifications that offer proof of the skills they need to get the job done.

City & Guilds Group

The City & Guilds Group includes City & Guilds, ILM (the Institute of Leadership & Management) which provides management qualifications, learning materials and membership services, NPTC which offers land-based qualifications and membership services, and HAB (the Hospitality Awarding Body). City & Guilds also manages the Engineering Council Examinations on behalf of the Engineering Council.

Equal opportunities

City & Guilds fully supports the principle of equal opportunities and we are committed to satisfying this principle in all our activities and published material. A copy of our equal opportunities policy statement *Access to assessment and qualifications* is available on the City & Guilds website.

Copyright

The content of this document is, unless otherwise indicated, © City & Guilds Limited and may not be copied, reproduced or distributed without prior written consent.

However, approved City & Guilds centres and learners studying for City & Guilds qualifications may photocopy this document free of charge and/or include a locked PDF version of it on centre intranets on the following conditions:

- centre staff may copy the material only for the purpose of teaching learners working towards a City & Guilds qualification, or for internal administration purposes
- learners may copy the material only for their own use when working towards a City & Guilds qualification
- the *Standard Copying Conditions* on the City & Guilds website.

Please note: National Occupational Standards are not © City & Guilds Limited. Please check the conditions upon which they may be copied with the relevant Sector Skills Council.

Publications

City & Guilds publications are available on the City & Guilds website or from our Publications Sales department at the address below or by telephoning +44 (0)20 7294 2850 or faxing +44 (0)20 7294 3387.

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication.

City & Guilds
1 Giltspur Street
London EC1A 9DD
T +44 (0)20 7294 2800
F +44 (0)20 7294 2400
www.cityandguilds.com
enquiry@cityandguilds.com

Contents

Unit 026	**Designing and creating presentations**	
Syllabus Overview		2
Outcome 1	Create, save and use a new presentation/slideshow template	4
Outcome 2	Add text to a presentation/slideshow from various sources, and control its attributes	5
Outcome 3	Add graphical objects to a presentation/slideshow from various sources, and control their attributes	6
Outcome 4	Add animation and multi-media objects to a presentation/slideshow	7
Outcome 5	Modify existing text and graphics, separately and in combination	8
Outcome 6	Produce hardcopy from, and viewer versions of a presentation/slideshow	9
Outcome 7	Order slides, select transitions and run presentations/slideshows	10
Unit record sheet		11

Unit 026 Designing and creating presentations

Syllabus Overview

Rationale

The aim of this unit is to provide candidates with an intermediate level of skills and knowledge to competently prepare for, and perform a variety of presentation related tasks using Information and Communication Technologies (ICT). Candidates will develop a more demanding understanding of the presentation graphics application and the operating system in everyday usage and the ability to work in a generally unsupervised role solving issues competently without direction.

Learning outcomes

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

- Create, save and use a new presentation/slideshow template
- Add text to a presentation/slideshow from various sources, and control its attributes
- Add graphical objects to a presentation/slideshow from various sources, and control their attributes
- Add animation and multi-media objects to a presentation/slideshow
- Modify existing text and graphics, separately and in combination
- Produce hardcopy from, and viewer versions of a presentation/slideshow
- Order slides, select transitions and run presentations/slideshows

Guided learning hours

It is recommended that 60 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:

IT Users N/SVQ (iTQ) Level 2

Outcome	Unit	
1, 2, 3	201	Make selective use of IT 2
1, 2, 3, 4	202	Operate a computer 2
1, 2	208	Wordprocessing software 2
1, 2, 3, 4	212	Artwork and imaging 2
1, 2, 3	213	Presentation Software 2
1, 2	216	General uses of IT 2
1, 2, 3, 4, 5	217	Use IT systems 2

Key Skills

This unit contributes towards the Key Skills in the following areas:

Application of number	
Communication	C 1.2
IT	IT 2.1, IT 2.2, IT 2.3
Working with others	
Problem solving	PS 2.1, PS 2.2, PS 2.3
Improving own learning	

Assessment and grading

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

Unit 026 Designing and creating presentations

Outcome 1 Create, save and use a new presentation/slideshow template

Practical activities
The candidate will be able to:

1 start the presentation graphics application and select a blank template

2 edit the master and/or title slides to

- a change the background graphic/colours
- b change default text-attributes: size, font colour
- c add footers, page numbering, dates etc
- d change default slide layout

3 save a new template in an appropriate location

4 close the application correctly.

Underpinning knowledge
The candidate will be able to:

1 describe the benefits of templates in standardising house styles of presentations/slideshows

2 describe the different date, filename and numbering formats available

3 use of graphics bitmaps eg: tiffs, jpeg, gif and vector images and their suitability.

Unit 026 Designing and creating presentations

Outcome 2 Add text to a presentation/slideshow from various sources, and control its attributes

Practical activities
The candidate will be able to:

1 insert text boxes and add text to presentations

2 cut and paste text into the outline view

- a from a text processor
- b from a web-browser

3 change text box properties to permit auto-wrap, auto-size, text-rotate

4 change text box properties:

- a border style
- b border weight
- c background

5 check text for spelling, adding to the spell checker dictionary where appropriate

6 change text attributes eg font, size or colour

7 use indented and bulleted/numbered text

8 use graphical text where appropriate.

Underpinning knowledge
The candidate will be able to:

1 identify sources of text and graphics that may be inserted into a presentation/slideshow

2 describe copyright constraints on the importing of text and graphics from external sources

3 describe the use of text boxes and their properties

4 identify criteria for the selection of text attributes eg size, colour, font, etc

5 identify criteria for indenting and suitably bulleting/numbering text

6 identify criteria for the use of graphical text.

Unit 026 Designing and creating presentations

Outcome 3 Add graphical objects to a presentation/slideshow from various sources, and control their attributes

Practical activities
The candidate will be able to:

1 insert images from files on local hard drive, optical media, removable/portable media, Internet/Intranet

2 insert graphical objects from files

3 create graphical chart objects

4 place and resize objects in slides

5 duplicate and delete objects

6 copy objects to other slides

7 insert pre-defined shapes and add additional lines and arrows/connectors

8 add text to pre-defined shapes

9 modify colour and lines for pre-defined shapes

10 group sets of graphical objects to create diagrams, eg organisational diagrams from basic graphic primitives.

Underpinning knowledge
The candidate will be able to:

1 describe sources of graphical files

- a picture and image libraries
- b computer-drawn images
- c scanned images

2 describe the differences between the import process for an object and a graphic file from a local hard disk, network drive, optical rive or removable/portable media, and from an object in a Internet browser

3 identify the available chart objects

4 describe the advantages of grouping and of ungrouping objects.

Unit 026 Designing and creating presentations

Outcome 4 Add animation and multi-media objects to a presentation/slideshow

Practical activities
The candidate will be able to:

1 place sound objects in slides

2 place animated objects on slides

3 animate sequences of graphical or text insertions on to slides

4 control activation of animated/multimedia objects using

- a timing control
- b pointer control

5 control inserted sounds so they are the background for multiple slides.

Underpinning knowledge
The candidate will be able to:

1 identify types of multi-media file format suited to the hardware and software available

2 describe text and graphical sequence animation options and methods available

3 describe advantages and disadvantages of multimedia inserts in a presentation/slideshow.

Unit 026 Designing and creating presentations

Outcome 5 Modify existing text and graphics, separately and in combination

Practical activities
The candidate will be able to:

1 set page margins, tabs and indents

2 activate the ruler and guidelines

3 position and align text and graphical objects

- a dynamically using the ruler
- b by setting positional properties

4 group text as annotations with graphical objects

5 reposition and resize grouped objects

6 use layers to order objects on at least 3 layers with transparent and opaque backgrounds

7 rotate, mirror and invert simple and complex/compound objects.

Underpinning knowledge
The candidate will be able to:

1 describe the benefits of using layers to order objects

2 describe the benefits of grouping and ungrouping objects.

Unit 026 Designing and creating presentations

Outcome 6 Produce hardcopy from, and viewer versions of a presentation/slideshow

Practical activities
The candidate will be able to:

1 print a single slide from the presentation/slideshow

2 print the whole presentation/slideshow with multiple/single slides per page

- a as handouts
- b with notes

3 save a presentation/slideshow as a package complete with viewer software.

Underpinning knowledge
The candidate will be able to:

1 describe the problems associated with printing colour slides on a monochrome printer

2 describe the reasons why a presentation/slideshow has to be packaged with a viewer for use away from the machine on which it was created.

Unit 026 Designing and creating presentations

Outcome 7 Order slides, select transitions and run presentations/slideshows

Practical activities
The candidate will be able to:

1 use a slide-viewer or sorter to:
   a duplicate and delete existing slides
   b put sequences of slides into order
2 arrange suitable transition actions between slides
3 select types of transition between slides
   a timed
   b pointer-controlled
4 create pointer-controlled presentations/slideshows with suitable title and summary/final slides
5 run presentations using a pointer device to control slides transition
6 create looped, timed presentations/slideshows with at least 5 slides, tested for appropriate length of appearance of each slides
7 run looped presentations/slideshows.

Underpinning knowledge
The candidate will be able to:

1 describe the use of different views of the presentation/slideshow in sequencing the slides
2 identify advantages and disadvantages of different forms of transition
3 identify appropriate occasions for the use of presentation graphics software
   a illustrating talks/arguments (eg pointer controlled)
   b automatic exhibition prestations/slideshows (eg looped, timed)
4 identify suitable title framing for presentations/slideshows
5 identify suitable timings for slides with different content.

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	**Create, save and use a new presentation/slideshow template**	☐	
2	**Add text to a presentation/slideshow from various sources, and control its attributes**	☐	
3	**Add graphical objects to a presentation/slideshow from various sources, and control their attributes**	☐	
4	**Add animation and multi-media objects to a presentation/slideshow**	☐	
5	**Modify existing text and graphics, separately and in combination**	☐	
6	**Produce hardcopy from, and viewer versions of a presentation/slideshow**	☐	
7	**Order slides, select transitions and run presentations/slideshows**	☐	

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** .....

Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD
T +44 (0)20 7294 2468
F +44 (0)20 7294 2400
www.cityandguilds.com
www.cityandguilds.com/e-quals07

City & Guilds is a company registered in England and Wales (company number 16513878)