

e-Quals Unit Syllabus

Level 2 Designing and creating presentations
7266 - 026



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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.

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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.

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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 drive 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.

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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.

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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.

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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.

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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 presentations/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	<input type="checkbox"/>	
2 Add text to a presentation/slideshow from various sources, and control its attributes	<input type="checkbox"/>	
3 Add graphical objects to a presentation/slideshow from various sources, and control their attributes	<input type="checkbox"/>	
4 Add animation and multi-media objects to a presentation/slideshow	<input type="checkbox"/>	
5 Modify existing text and graphics, separately and in combination	<input type="checkbox"/>	
6 Produce hardcopy from, and viewer versions of a presentation/slideshow	<input type="checkbox"/>	
7 Order slides, select transitions and run presentations/slideshows	<input type="checkbox"/>	

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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