e-Quals Unit Syllabus

Level 2 Combining applications to create presentations

7266 - 032
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, © The City and Guilds of London Institute 2007 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 © The City and Guilds of London Institute. 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

<table>
<thead>
<tr>
<th>Unit 032</th>
<th>Combining applications to create presentations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Syllabus Overview</td>
<td>2</td>
</tr>
<tr>
<td>Outcome 1 Input, import and edit word processed documents</td>
<td>4</td>
</tr>
<tr>
<td>Outcome 2 Input, import and edit spreadsheets</td>
<td>6</td>
</tr>
<tr>
<td>Outcome 3 Combine data from different applications</td>
<td>7</td>
</tr>
<tr>
<td>Outcome 4 Combine information to create a multimedia presentation</td>
<td>8</td>
</tr>
<tr>
<td>Unit record sheet</td>
<td>10</td>
</tr>
</tbody>
</table>
Unit 032  Combining applications to create 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 integrated word processing, spreadsheet and presentation related tasks using Information and Communication Technologies (ICT). Candidates will develop a more demanding understanding of word processing, spreadsheet and presentation applications 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 four outcomes to this unit. The candidate will be able to:
- Input, import and edit word processed documents
- Input, import and edit spreadsheets
- Combine data from different applications
- Combine information to create a multimedia presentation

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**

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1, 2, 3</td>
<td>201 Make selective use of IT2</td>
</tr>
<tr>
<td>1, 2, 3, 4, 5</td>
<td>202 Operate a computer 2</td>
</tr>
<tr>
<td>1, 2</td>
<td>208 Word processing software 2</td>
</tr>
<tr>
<td>1, 2, 3</td>
<td>209 Spreadsheet software 2</td>
</tr>
<tr>
<td>1, 2, 3</td>
<td>213 Presentation software 2</td>
</tr>
<tr>
<td>1, 2, 3, 4, 5</td>
<td>217 Use IT systems 2</td>
</tr>
</tbody>
</table>
**Key Skills**

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

<table>
<thead>
<tr>
<th>Application of number</th>
<th>N2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>C2, C3</td>
</tr>
<tr>
<td>IT</td>
<td>IT2, IT3</td>
</tr>
<tr>
<td>Working with others</td>
<td>WO2, WO3</td>
</tr>
<tr>
<td>Problem solving</td>
<td>PS2, PS3</td>
</tr>
<tr>
<td>Improving your learning</td>
<td>LP2, LP3</td>
</tr>
</tbody>
</table>

**Assessment and grading**

Assessment will be by means of a *set assignment* covering both practical activities and underpinning knowledge.
Unit 032  Combining applications to create presentations

Outcome 1  Input, import and edit word processed documents

Practical activities
The candidate will be able to:
1. open the word processing application
2. select suitable margins, paper sizes and page orientation
3. open documents which are in specified file formats including importing .txt files
4. indent paragraphs of text
5. set justification for selected text eg left, right, centre and full
6. set line spacing eg single, double, specified
7. use different text enhancements eg bold, italic, underline
8. set font size and style
9. select and set tab stops
10. produce columns of data using left, right and decimal aligned tabs
11. create and manipulate tables eg
   a. adjust width and height of rows and columns
   b. insert rows and columns
   c. delete rows and columns
   d. apply borders and shading to selected cells
12. delete tables
13. create hard page breaks
14. use search and replace facilities to replace text
15. insert text into headers and footers
16. manipulate blocks of text eg copy, paste, delete, move
17. use spell/grammar check to find and correct errors in a document
18. insert and manipulate graphical objects eg size, crop, position
19. use preview facilities to check for errors
20. produce printed copies of complete documents and selected pages of documents
21. save files in different file formats to specified local and remote locations
22. close the application correctly.
Underpinning knowledge
The candidate will be able to:

1. describe the benefits of templates in standardising house styles for word processed documents
2. state the purpose of the ruler
3. state the difference between hard and soft page breaks
4. describe the advantages and disadvantages of search and replace facilities
5. describe the advantages and disadvantages of facilities available for checking the accuracy of documents eg spell check, grammar check, print preview
6. explain the need for saving documents in different file formats.
Unit 032  Combining applications to create presentations

Outcome 2  Input, import and edit spreadsheets

Practical activities
The candidate will be able to:

1. Open the spreadsheet application
2. Create spreadsheets according to given data
3. Import delimited eg .txt, .csv files into spreadsheets
4. Insert formulas, using arithmetic operators eg +, -, *, /, or relational operators eg =, <, >, <= singly or in combination into a cell
5. Insert functions into cells eg sum, average, maximum/minimum, count, countif, lookup, if, round, date
6. Edit formulas or functions
7. Set number formats, for single cells or ranges of cells, eg general, number percentage, currency
8. Set justification in single cells or ranges of cells eg copy, move, delete
9. Insert and align text in headers and footers
10. Use preview facilities to check for errors
11. Produce hard copy of spreadsheets on single sheets of paper
12. Select and use chart types to suite data eg pie, bar, line
13. Format chart information to suit data eg titles and axes labels, legends and data labels
14. Format charts by changing
   a. Background
   b. Attributes of text
   c. Line and area
   d. Colours to suit monochrome/colour output
15. Position and size charts
16. Save files in different file formats eg .csv, .txt to specified local or remote location
17. Close the spreadsheet application correctly.

Underpinning knowledge
The candidate will be able to:

1. State the purpose of saving files in different formats.
Unit 032 Combining applications to create presentations

Outcome 3 Combine data from different applications

Practical activities
The candidate will be able to:
1. obtain external data (eg txt) and open in a word processing application
2. obtain external delimited data (eg csv, txt) and input into a spreadsheet application
3. input and/or link spreadsheet data in word processed documents
4. input and/or link charts in word processed documents.

Underpinning knowledge
The candidate will be able to:
1. explain the benefits of integrating applications (timesaving, accuracy, auto-update).
Unit 032  Combining applications to create presentations

Outcome 4  Combine information to create a multimedia presentation

Practical activities

The candidate will be able to:

1. open the application
2. insert text boxes and add text to presentations
3. cut and paste text into the outline view
   a. from a text processor
   b. from a web-browser
4. import selected text from another application or the internet using copy and paste
5. link the presentation with the original documents to auto update
6. check text for spelling, adding to the dictionary where appropriate
7. change text attributes eg font, size, colour
8. use indented and bulleted text
9. insert images from local disk/network drive, optical media, internet/intranet
10. insert graphical chart objects
11. place and resize objects within slides
12. set page margins, tabs and indents
13. activate the ruler and guidelines
14. position and align text and graphical objects
15. print a single slides from the presentation
16. print the whole presentation with multiple/single slides per page
   a. as handouts
   b. with notes
17. save a presentation/slideshow as a package complete with viewer software
18. use a slide-viewer or sorter to
   a. duplicate and delete existing slides
   b. put sequences of slides into order
19. arrange suitable transition actions between slides
20. select types of transition between slides
   a. timed
   b. pointer controlled
Practical activities continued
21 create pointer controlled presentations with at least ten slides with suitable title and summary/final slides
22 run presentations using a pointer device to control slide transition.

Underpinning knowledge
The candidate will be able to:
1 describe the benefits of templates in standardising house styles of presentations
2 describe the different date, filename and numbering formats available
3 identify sources of text and graphics that may be inserted into a presentation
4 describe copyright constraints on the importing of text and graphics from external sources
5 describe the use of text boxes and their properties
6 identify criteria for the selection of text attributes eg size, colour, font
7 identify criteria for indenting and suitably bulleted text
8 identify criteria for the use of graphical text
9 identify describe sources of graphical files eg
   a picture and image libraries
   b computer-drawn images
   c scanned images
10 describe the advantages of grouping and of ungrouping objects
11 describe the benefits of grouping and ungrouping objects
12 describe the problems associated with printing colour pages on a monochrome printer
13 describe the reasons why a presentation has to be packaged with a viewer for use away from the machine on which it was created.
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.

<table>
<thead>
<tr>
<th>Outcome</th>
<th>✔️</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Input, import and edit word processed documents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Input, import and edit spreadsheets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Combine data from different applications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Combine information to create a multimedia presentation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Candidate Signature  
City & Guilds  
Registration Number

Quality nominee  
(if sampled)  
Date

Assessor Signature  
Date

External Verifier  
Signature (if sampled)  
Date

Centre Name  
Centre Number