e-Quals Unit Syllabus

Level 2 Combining applications to create presentations

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Contents

Unit 032	**Combining applications to create presentations**	
Syllabus Overview		2
Outcome 1	Input, import and edit word processed documents	4
Outcome 2	Input, import and edit spreadsheets	6
Outcome 3	Combine data from different applications	7
Outcome 4	Combine information to create a multimedia presentation	8
Unit record sheet		10

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

Outcome	Unit	
1, 2, 3	201	Make selective use of IT2
1, 2, 3, 4, 5	202	Operate a computer 2
1, 2	208	Word processing software 2
1,2, 3	209	Spreadsheet software 2
1, 2, 3	213	Presentation software 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	N2
Communication	C2, C3
IT	IT2, IT3
Working with others	WO2, WO3
Problem solving	PS2, PS3
Improving your learning	LP2, LP3

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 insert and manipulate clipart eg size, crop, position

11 use preview facilities to check for errors

12 produce hard copy of spreadsheets on single sheets of paper

13 select and use chart types to suite data eg pie, bar, line

14 format chart information to suit data eg titles and axes labels, legends and data labels

15 format charts by changing

- a background
- b attributes of text
- c line and area
- d colours to suit monochrome/colour output

16 position and size charts

17 save files in different file formats eg .csv, .txt to specified local or remote location

18 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 past 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 bulleting 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.

Outcome	✓	Date
1 **Input, import and edit word processed documents**	☐	
2 **Input, import and edit spreadsheets**	☐	
3 **Combine data from different applications**	☐	
4 **Combine information to create a multimedia 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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