Unit Title:	**Presentation software**
OCR unit number:	41
Level:	2
Credit value:	4
Guided learning hours:	30
Unit reference number:	M/502/4622

Learning Outcomes	Assessment Criteria	Examples
The learner will: 1. Input and combine text and other information within presentation slides	The learner can: 1.1 Identify what types of information are required for the presentation 1.2 Enter text and other information using layouts appropriate to type of information 1.3 Insert charts and tables into presentation slides 1.4 Insert images, video or sound to enhance the presentation 1.5 Identify any constraints which may affect the presentation 1.6 Organise and combine information of different forms or from different sources for presentations 1.7 Store and retrieve presentation files effectively, in line with local guidelines and conventions where available	Types of information: Text, numbers, images, graphics, sound, *video* Images for presentations: Clip-art, photos, scanned images, borders, create diagrams or graphics; *image formats* Charts and tables for presentations: Table, pie chart, graph, diagram, organisational chart, flowchart Video and sound for presentations: Pre-recorded audio/video clips; audio and video formats Combine information for presentations: Combine images, charts, tables with text by inserting, re-sizing and positioning; *use of text boxes, presentation with audio and/or video, import information produced using other software* Constraints: On content: copyright law (eg on music downloads or use of other people's images), acknowledgment of sources, avoiding plagiarism; equal opportunities; local guidelines; *On delivery (eg environment, timing)*

© OCR 2014

		Store and retrieve: Save, save as, find, open, close; *naming protocols; reducing file size, save presentation as a stand alone show or as web pages*
2. Use presentation software tools to structure, edit and format slide sequences	2.1 Identify what slide structure and themes to use 2.2 Select, change and use appropriate templates for slides 2.3 Select and use appropriate techniques to edit slides and presentations to meet needs 2.4 Select and use appropriate techniques to format slides and presentations 2.5 Identify what presentation effects to use to enhance the presentation 2.6 Select and use animation and transition effects appropriately to enhance slide sequences	Slide structure: Layout; use existing templates, designs and styles, organisational guidelines; *adapt and create new templates* Presentation effects: Video, sound, animation, slide transitions, visual and sound effects, hyperlinks Edit presentation: Size, crop and position objects; wrap text, add lines and simple shapes, slide order; *change orientation* Animation and transition effects: Adding and removing hyperlinks; apply and create transitions, apply animations Format slides: Bullets, numbering, line spacing, alignment, colour, fonts, size, backgrounds, *colour schemes, master slides; themes*
3. Prepare slideshow for presentation	3.1 Describe how to present slides to meet needs and communicate effectively 3.2 Prepare slideshow for presentation 3.3 Check presentation meets needs, using IT tools and making corrections as necessary 3.4 Identify and respond to any quality problems with presentations to ensure that presentations meet needs	Present slides: Timing, content, meaning; organisation of information; audience needs; *location* Prepare slides: View and re-order slides; *rehearse timing and effects; set up and amend slide show settings;* print slides, handouts and speaker notes Check presentation: Spell check; grammar check, word count, orientation, layout, slide order, text alignment and formatting, accuracy, *clarity, transitions and timings* Quality problems with presentations: Will vary

© OCR 2014

		according to the content, for example: Text: Formatting, styles Images: Size, position, orientation Effects: Timing, brightness, contrast, sound levels, order of animations

Unit purpose and aim

This is the ability to use software applications to produce effective presentations, which include a combination of media (eg images, animation and sound) for education, entertainment or information sharing.
This unit is about the skills and knowledge required by an IT user to select and use a wide range of intermediate presentation software tools and techniques effectively to produce presentations that are at times non-routine or unfamiliar. Any aspect that is unfamiliar may require support and advice from others.
Presentation tools and techniques at this level will be described as 'intermediate' because:

- the software tools and functions used will be at times non-routine or unfamiliar;
- the choice and use of input, manipulation and output techniques will need to take account of a number of factors or elements; and
- the user will take some responsibility for inputting, structuring, editing and presenting the information, which at times may be non-routine or unfamiliar.

Details of relationship between the unit and national occupational standards

This unit maps fully to competences outlined in IT User National Occupational Standards version 3 (2009).

Assessment

All ITQ units may be assessed using any method, or combination of methods, which clearly demonstrates that the learning outcomes and assessment criteria have been met. Assessments must also take into account the additional information provided in the unit Purpose and Aims relating to the level of demand of:

- the activity, task, problem or question and the context in which it is set;
- the information input and output type and structure involved; and
- the IT tools, techniques or functions to be used.

See Recommended Assessment Methods in the ITQ Centre Handbook.

© OCR 2014

Evidence requirements

An evidence checklist must be completed without gaps.

Where candidates are submitting evidence produced having sat an OCR-set assignment, there is no need to complete an evidence checklist.

Guidance on assessment and evidence requirements

Please refer to the centre handbook for ITQ 2009.

© OCR 2014