

Module 6 - Presentation

The following is the Syllabus for Module 6, *Presentation*.

Module Goals

Module 6	Presentation , requires the candidate to demonstrate competence in using presentation tools on a computer. The candidate shall be able to accomplish tasks such as creating, formatting, modifying and preparing presentations using different slide layouts for display and printed distribution. He or she shall also be able to duplicate and move text, pictures, images and charts within the presentation and between presentations. The candidate shall demonstrate the ability to accomplish common operations with images, charts and drawn objects and to use various slide show effects.
-----------------	--

CATEGORY	SKILL SET	REF.	Task Item	Tick	
6.1 Using the Application	6.1.1 First Steps with Presentations	6.1.1.1	Open (and close) a presentation application.		
		6.1.1.2	Open one, several presentations.		
		6.1.1.3	Create a new presentation (default template).		
		6.1.1.4	Save a presentation to a location on a drive.		
		6.1.1.5	Save a presentation under another name.		
		6.1.1.6	Save a presentation in another file type such as: Rich Text Format, template, image file format, software specific file extension, version number.		
		6.1.1.7	Switch between open presentations.		
		6.1.1.8	Use available Help functions.		
		6.1.1.9	Close a presentation.		
6.1.2 Adjust Settings	6.1.2.1	6.1.2.1	Use magnification/zoom tools.		
		6.1.2.2	Display, hide built-in toolbars.		
		6.1.2.3	Modify basic options/preferences in the application: user name, default directory/ folder to open, save presentations.		
6.2 Developing a Presentation	6.2.1 Presentation Views	6.2.1.1	Understand the uses of different presentation view modes.		
		6.2.1.2	Change between presentation view modes.		
	6.2.2 Slides	6.2.2.1	6.2.2.1	Add a new slide with a specific slide layout such as: title slide, chart and text, bulleted list, table.	
			6.2.2.2	Change between built-in slide layouts.	
			6.2.2.3	Change background colour on specific slide(s), all slides.	
	6.2.3 Using Design Templates	6.2.3.1	6.2.3.1	Apply an available design template to a presentation.	
			6.2.3.2	Change between available design templates.	
	6.2.4 Master Slide	6.2.4.1	6.2.4.1	Insert a picture, image, drawn object into a master slide. Remove a picture, image, drawn object from a master slide. Within the Syllabus a 'picture' means a visual representation originating from a built-in image gallery available to the application, an 'image' means an image brought into the application as a file, a 'chart' means an object generated by a secondary application based on tabular data.	
			6.2.4.2	Add text into Footer of specific slides, all slides in a presentation.	
			6.2.4.3	Apply automatic slide numbering, automatically updated date, non-updating date into Footer of specific slides, all slides in a presentation.	
			6.2.4.3	Apply automatic slide numbering, automatically updated date, non-updating date into Footer of specific slides, all slides in a presentation.	
	6.3 Text and Images	6.3.1 Text Input, Formatting	6.3.1.1	Add text into a presentation in standard, outline view.	
6.3.1.2			Edit slide content, notes pages content by inserting new characters, words.		
6.3.1.3			Change text appearance: font sizes, font types.		
6.3.1.4			Apply text formatting such as: bold, italic, underline.		
6.3.1.5			Apply case changes to text.		
6.3.1.6			Apply different colours to text.		
6.3.1.7			Apply shadow to text.		
6.3.1.8			Align text: left, centre, right in a slide.		
6.3.1.9			Adjust line spacing before and after bulleted, numbered points.		
6.3.1.10			Change between the style of bullets, numbers in a list from built-in standard options.		
6.3.1.11			Use the undo, redo command.		

CATEGORY	SKILL SET	REF.	Task Item	Tick
	6.3.2 <i>Pictures, Images</i>	6.3.2.1	Insert a picture into a slide. Within the Syllabus a 'picture' means a visual representation originating from a built-in image gallery available to the application, an 'image' means an image brought into the application as a file, a 'chart' means an object generated by a secondary application based on tabular data.	
		6.3.2.2	Insert an image into a slide.	
	6.3.3 <i>Duplicate, Move, Delete</i>	6.3.3.1	Duplicate text, pictures, images within the presentation, between open presentations. Within the Syllabus the word 'duplicate' is used to denote duplication using copy and paste tools or methods.	
		6.3.3.2	Move text, pictures, images within the presentation, between open presentations. Within the Syllabus the word 'move' is used to denote moving using cut and paste tools or methods.	
		6.3.3.3	Resize pictures, images in a presentation.	
		6.3.3.4	Delete text, pictures, images in a slide.	
	6.4 Charts/ Graphs, Drawn Objects	6.4.1 <i>Using Charts/ Graphs</i>	6.4.1.1	Input data to create, modify different kinds of built-in charts/graphs in a slide: column, bar, line, pie.
6.4.1.2			Change the background colour in the chart/ graph.	
6.4.1.3			Change the column, bar, line, pie slice colours in the chart/graph.	
6.4.1.4			Change the chart/graph type.	
6.4.2 <i>Organisation Charts</i>		6.4.2.1	Create an organisation chart with a labelled hierarchy. (Use a built-in organisation chart feature).	
		6.4.2.2	Change the hierarchical structure of an organisation chart.	
		6.4.2.3	Add, remove managers, co-workers, sub-ordinates in an organisation chart.	
6.4.3 <i>Drawn Objects</i>		6.4.3.1	Add different types of drawn object to a slide: line, free drawn line, arrow, rectangle, square, circle, text box, other available shapes.	
		6.4.3.2	Change drawn object background colour, line colour, line weight, line style.	
		6.4.3.3	Change arrow start style, arrow finish style.	
		6.4.3.4	Apply a shadow to a drawn object.	
		6.4.3.5	Rotate, flip a drawn object.	
		6.4.3.6	Align a drawn object: left, centre, right, top, bottom of a slide.	
		6.4.3.7	Resize drawn object, chart within the presentation.	
		6.4.3.8	Bring an object to the front, back.	
6.4.4 <i>Duplicate, Move, Delete</i>		6.4.4.1	Duplicate a chart/graph, drawn object within the presentation, between open presentations.	
		6.4.4.2	Move a chart/graph, drawn object within the presentation, between open presentations.	
		6.4.4.3	Delete a chart/graph, drawn object.	
6.5 Slide Show Effects	6.5.1 <i>Preset Animation</i>	6.5.1.1	Add preset text, image animation effects to slides. Change preset animation effects on text, images.	
	6.5.2 <i>Transitions</i>	6.5.2.1	Add transition effects between slides. Change slide transition effects between slides.	
6.6 Prepare Outputs	6.6.1 <i>Preparation</i>	6.6.1.1	Select appropriate output format for slide presentation such as: overhead, handout, 35 mm slides, on-screen show.	
		6.6.1.2	Spell-check a presentation and make changes such as: correcting spelling errors, deleting repeated words.	
		6.6.1.3	Add notes for the presenter to slides.	
		6.6.1.4	Change slide setup, slide orientation to portrait, landscape. Change paper size.	
		6.6.1.5	Duplicate, move slides within the presentation, between open presentations.	
		6.6.1.6	Delete a slide, slides.	
	6.6.2 <i>Printing</i>	6.6.2.1	Print entire presentation, specific slides, handouts, notes pages, outline view of slides, number of copies of a presentation.	
	6.6.3 <i>Deliver a Presentation</i>	6.6.3.1	Hide, show slides.	
		6.6.3.2	Start a slide show, start a slide show on any slide.	