

Unit Title:	Presentation software
OCR unit number:	58
Level:	1
Credit value:	3
Guided learning hours:	20
Unit reference number:	K/502/4621

Unit purpose and aim

This is the ability to use software applications to produce effective presentations, which include a combination of media (e.g. images, animation and sound) for education, entertainment or information sharing.

This unit is about the skills and knowledge required by an IT user to use a range of basic presentation software tools and techniques to produce straightforward or routine presentations. Any aspect that is unfamiliar will require support and advice from others.

Presentation tools and techniques at this level are described as 'basic' because:

- the software tools and functions will be predefined or commonly used;
- the range of entry, manipulation and outputting techniques will be straightforward or routine; and
- the inputting, manipulating and outputting of the information will be predetermined, straightforward or routine.

Learning Outcomes	Assessment Criteria	Examples
<p>The learner will:</p> <p>1 Input and combine text and other information within presentation slides</p>	<p>The learner can:</p> <p>1.1 Identify what types of information are required for the presentation</p> <p>1.2 Select and use different slide layouts as appropriate for different types of information</p> <p>1.3 Enter information into presentation slides so that it is ready for editing and formatting</p> <p>1.4 Identify any constraints which may affect the presentation</p> <p>1.5 Combine information of different forms or from different sources for presentations</p> <p>1.6 Store and retrieve</p>	<p>Types of information: Text, numbers, images, graphics, sound</p> <p>Constraints: On content: copyright law (e.g. on music downloads or use of other people's images), acknowledgment of sources, avoiding plagiarism; equal opportunities; local guidelines</p> <p>Combine information for presentations: Combine images, charts, tables with text by inserting, re-sizing and positioning</p> <p>Store and retrieve: Save, save as, find, open, close</p>

Learning Outcomes	Assessment Criteria	Examples
	presentation files effectively, in line with local guidelines and conventions where available	
2 Use presentation software tools to structure, edit and format slides	2.1 Identify what slide structure to use 2.2 Select and use an appropriate template to structure slides 2.3 Select and use appropriate techniques to edit slides 2.4 Select and use appropriate techniques to format slides	Slide structure: Layout; use existing templates, designs and styles; organisational guidelines Edit presentation: Size, crop and position objects; wrap text, add lines and simple shapes; slide order Format slides: Bullets, numbering, line spacing, alignment, colour, fonts, size, backgrounds
3 Prepare slides for presentation to meet needs	3.1 Identify how to present slides to meet needs and communicate effectively 3.2 Prepare slides for presentation 3.3 Check presentation meets needs, using IT tools and making corrections as necessary	Present slides: Timing, content, meaning; organisation of information; audience needs Prepare slides: View, re-order, print slides, print handouts; speaker notes Check presentation: Spell check, grammar check, word count, orientation, layout, slide order, text alignment and formatting, accuracy

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 the Assessment and postal moderation section of the [ITQ Centre Handbook](#).

Evidence requirements

Candidates must complete the Evidence Checklist without gaps for this unit unless they are using one of the live OCR-set assignments to generate the evidence.

Individual unit checklists are available to download from the qualification [webpage](#) (see forms).

Guidance on assessment and evidence requirements

Please refer to the ITQ centre handbook on our [webpage](#).

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).