

Unit 217 Presentation software Level 2

Unit Summary

Use software applications to produce complex presentations. This is based on the e-skills Area of Competence: Presentation Software, Level 2 unit.

Skills

You will apply the following skills:

- Planning
- Organising
- Summarising
- Writing
- Communicating
- Using technology
- Checking

Performance Indicators

You will:

1. Use appropriate techniques to handle, organise and save files
2. Link information within the same type of software
3. Add information from one type of software to information produced using different software, such as a spreadsheet graph to a word processing document; text to an image file; picture to a presentation slide; or simple information from a database onto a website
4. Use a wide range of editing techniques appropriately for more complex presentations such as inserting objects and other resources, resizing images and changing the position or orientation of other objects
5. Use proof reading techniques to check that text and images look professional
6. Check text formatting techniques are used appropriately
7. Check images and other objects are positioned and edited appropriately
8. Format complex presentations using appropriate tools and techniques, such as changing colour schemes for slides or using an organisational house style
9. Choose an appropriate method and presentation style to suit audience needs
10. Choose, use and adjust templates for presentations
11. Save a presentation as a slide show
12. Print speaker notes

Knowledge

You will know:

1. How to produce information that communicates clearly and accurately with the audience, where and when it is needed
2. How to produce more complex presentations for a wide variety of uses. More complex presentations consist of electronic slides that include animation. They are well structured and appropriately styled so that they communicate effectively
3. How to include still images (e.g. downloading photos from a digital camera) and other objects produced using different software

Evidence requirements

1. Evidence for this unit is generated when your candidate is carrying out real work in a private sector organisation, not-for-profit organisation or public service organisation whether full-time or part-time, paid or voluntary.
2. For this unit, evidence may be collected in an approved Realistic Working Environment or an extended work placement.
3. Simulation is allowed for this unit. Simulation refers to the simulation of work tasks and activities, not to the use of IT. The techniques involved in using IT must always be assessed at least in part through evidence gained from practical tasks or activities. All assessment must be based on the use of real IT software and hardware to carry out tasks and activities that may be simulated. Where tasks and activities are simulated they must be undertaken in an approved Realistic Working Environment.
4. Evidence must show that your candidate has consistently met the standard over a sufficient period of time for you to consider the candidate competent.
5. You may use the following assessment methods when assessing this unit:

Performance evidence	Observation	Yes
	Examination of work products	Yes
Supplementary evidence	Witness testimony	Optional
	Questions *	Yes

* This includes verbal and written questioning, questionnaires, work based tasks, reflective accounts, case studies, professional discussion and feedback reports.

6. Your candidate needs to demonstrate the following skills and techniques by carrying out **at least two** comprehensive tasks to demonstrate their competence in:

File handling techniques appropriate for the software use. Evidence will include:

- Using appropriate techniques to handle, organise and save files

Ways of combining information of various types. Evidence will include:

- Linking information within the same type of software
- Adding information from one type of software to information produced using different software, such as a spreadsheet graph to a word processing document; text to an image file; picture to a presentation slide; or simple information from a database onto a website

Editing presentations using basic and more complex techniques. Evidence will include:

- Using a wide range of editing techniques appropriately for more complex presentations, such as
 - Inserting objects and other resources
 - Resizing images
 - Changing the position or orientation of other objects

Checking content to make sure that it is accurate, appropriate and well structured.

Evidence will include:

- Using proof reading techniques to check that text and images look professional
- Checking text formatting techniques are used appropriately
- Checking images and other objects are positioned and edited appropriately

Formatting simple and more complex slides and presentations. Evidence will include:

- Formatting complex presentations using appropriate tools and techniques, such as changing colour schemes for slides or using an organisational house style

Producing more complex and interactive presentations. Evidence will include:

- Choosing an appropriate method and presentation style to suit audience needs
- Choosing, using and adjusting templates for presentations

Presenting slides in different ways. Evidence will include:

- Saving a presentation as a slide show
- Printing speaker notes

7. Evidence generated for this unit may contribute towards Unit 201:

- Communicate information
- Plan and be accountable for your work
- Improve your own performance
- Behave in a way that supports effective working

and Unit 202

- Work to achieve your organisation's purpose and values
- Support sustainability
- Support diversity
- Maintain security and confidentiality