

## 217 Presentation software 2

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### Summary

Use software applications to produce complex presentations.

This is taken from the e-skills Area of Competence: Presentation Software, Level 2 unit

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