SVQ for IT Users (ITQ) — level 3 (SCQF level 6)

F9CV 04: Presentation Software 3

6 SCQF credit points at SCQF level 6

Description: 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.

Outcome	Skills and Techniques	Knowledge and Understanding
On completion of this Unit the candidate should be able to:		
1 Input and combine text and other information within presentation slides.	1 Enter text and other information using layouts appropriate to type of information. 2 Insert **charts and tables** and link to source data. 3 Insert **images, video or sound** to enhance the presentation. 4 Organise and **combine information** for presentations in line with any constraints. 5 **Store and retrieve** presentation files effectively, in line with local guidelines and conventions where available.	1 Explain what **types of information** are required for the presentation. 2 Identify any **constraints** which may affect the presentation.
2 Use presentation software tools to structure, edit and format slide sequences.	1 Create, amend and use appropriate templates and themes for slides. 2 Select and use appropriate techniques to **edit and format presentations** to meet needs. 3 Create and use interactive elements to enhance presentations. 4 Select and use **animation and transition techniques** appropriately to enhance presentations.	1 Explain when and how to use and change **slide structure** and themes to enhance presentations. 2 Explain how interactive and **presentation effects** can be used to aid meaning or impact.

Outcome	Skills and Techniques	Knowledge and Understanding
On completion of this Unit the candidate should be able to:		
3 Prepare interactive slideshow for presentation.	1 **Prepare interactive slideshow** and associated products for presentation. 2 **Check presentation** meets needs, using IT tools and making corrections as necessary. 3 Respond appropriately to **quality problems** to ensure that presentations meet needs and are fit for purpose.	1 Explain how to **present slides** to communicate effectively for different contexts. 2 Evaluate presentations, identify any quality problems and discuss how to respond to them.

Note: The **emboldened** items are exemplified in the Support Notes.

Evidence Requirements

Completion of a portfolio (manual, electronic or combination) to cover all of the Skills and Techniques and Knowledge and Understanding points stated above. The evidence generated should adhere to the Assessment Strategy for this award and encompass a range of evidence types.

NB: It is possible to achieve this Unit by Accreditation of Prior Achievement (APA), however, the relevant evidence must be referenced within the portfolio.

General information

This Unit equates to NOS (National Occupational Standards for IT Users 2009) code PS: Presentation software level 3. It has a stated number of SCQF credit points = 6 at SCQF level 6.

Support Notes

Summary

A SCQF level 6 (ITQ level 3) user can 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.

Examples of context

An interactive or multi-media presentation.

Examples of content are given separately for highlighted text, where explanatory notes are required on terminology in the Outcomes, and do not form part of the standards. Such examples are not meant to form a prescriptive list for the purposes of assessment but rather to amplify and interpret the generic terms used in the Performance Criteria in the light of current usage of ICT systems and software. These examples are subject to change as new tools and techniques become commonplace and older ones drift out of use.

The examples given below are indicative of the learning content and are not intended to form a prescriptive list for the purpose of assessment.

Outcome 1

Types of information: Text, numbers, images, graphics, sound, video*, animated sequences.*

Images, video or sound for presentations: Clip-art, photo, scanned images, borders, create diagrams or graphics, *image formats.* Pre-recorded audio/video clips; *capturing audio or video; audio and video formats.*

Charts and tables for presentations: Table, pie chart, graph, diagram, organisational chart, flowchart; *linked and embedded spreadsheet elements.*

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; reference external information with hyperlinks, *object linking or embedding; merge versions or slides from different files or users.*

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).

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, *formats for export; file properties; password protection.*

Outcome 2

Slide structure: Layout, templates, design and style; organisational guidelines; adapt and create new templates.

Presentation effects: Video, sound, animation, slide transitions, visual and sound effects, hyperlinks*; interactive elements.*

Edit presentation: Size, crop and position objects; wrap text; add captions and graphic elements; slide order; change orientation.

Animation and transition effects: Adding and removing hyperlinks; apply and create transitions, apply animations, *action buttons.*

Format slides: Bullets, numbering, line spacing, alignment, colour, fonts, size, backgrounds, colour schemes, master slides, themes.

Outcome 3

Present slides: Timing, content, meaning; organisation of information; audience needs; location*, contexts.*

Prepare slides: View and re-order slides; rehearse timing and effects; set up and amend slide show settings; print slides, handouts, speaker notes; *export formats*.

Check presentations: Spell check; grammar check, word count, orientation, layout, slide order, text alignment and formatting, accuracy, clarity, transitions and timings; *choice and suitability of effects, actions and links.*

Quality problems with presentations: Will vary according to the content, for example:
♦ Text: formatting, styles, structure.
♦ Images: size, position, orientation, unwanted content.
♦ Effects: timing, brightness, contrast, sound levels, wrong order of animations, *action buttons that do not work, sound clip out of sync.*

Guidance on examples of evidence

Typical examples of evidence for Outcomes 1–3

A project involving the production of an interactive or multi-media presentation which includes all of the performance criteria. Evidence within the portfolio could include initial design notes/drawings, screenshots or slide printouts. Candidate or witness testimony reports could also be used as supporting evidence.

To assess competence in the Knowledge and Understanding sections for all of the Outcomes a knowledge test in the form of multiple-choice questions (say 16–20 questions) or candidate statement or expert witness testimonial statements or a semi structured interview could be employed. Either one or a combination of these methods would be appropriate. If oral questioning techniques are employed it is essential to keep a record of the questions asked, together with a record in a suitable format of the candidate's responses to these for evidence purposes.

Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website **www.sqa.org.uk/assessmentarrangements**