

S119: Presentation software 1

Overview: 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. This standard is imported from the **e-skills IT Users suite**.

Links: Document Production; Communications; IT

Specific skills:

- Communicating
- Evaluating
- Managing time
- Organising
- Planning
- Presenting information
- Using technology

Performance Indicators

Input and combine text and other information within presentation slides

1. Select and use different slide layouts as appropriate for different types of information
2. Enter information into presentation slides so that it is ready for editing and formatting
3. Combine information of different forms or from different sources for presentations
4. Store and retrieve presentation files effectively, in line with local guidelines and conventions where available

Use presentation software tools to structure, edit and format slides

5. Select and use an appropriate template to structure slides
6. Select and use appropriate techniques to edit slides
7. Select and use appropriate techniques to format slides

Prepare slides for presentation to meet needs

8. Prepare slides for presentation
9. Check presentation meets needs, using IT tools and making corrections as necessary

Knowledge & Understanding

- A. Identify what types of information are required for the presentation
- B. Identify any constraints which may affect the presentation
- C. Identify what slide structure to use
- D. Identify how to present slides to meet needs and communicate effectively