

S241: Presentation software 2

Overview: 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. 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. Enter text and other information using layouts appropriate to type of information
2. Insert charts and tables into presentation slides
3. Insert images, video or sound to enhance the presentation
4. Organise and combine information of different forms or from different sources for presentations
5. Store and retrieve presentation files effectively, in line with local guidelines and conventions where available

Use presentation software tools to structure, edit and format slide sequences

6. Select, change and use appropriate templates for slides
7. Select and use appropriate techniques to edit slides and presentations to meet needs
8. Select and use appropriate techniques to format slides and presentations
9. Select and use animation and transition effects appropriately to enhance slide sequences

Prepare slideshow for presentation

10. Prepare slideshow for presentation
11. Check presentation meets needs, using IT tools and making corrections as necessary
12. Identify and respond to any quality problems with presentations to ensure that presentations meet needs

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 and themes to use
- D. Identify what presentation effects to use to enhance the presentation
- E. Describe how to present slides to meet needs and communicate effectively