

SVQ for IT Users (ITQ) — Level 2 (SCQF Level 5)

Unit Title: Presentation Software

Unit Code: F9CT 04

Credit points: 4

Description: This is the ability to use software applications to produce effective presentations, which include a combination of media (e.g. images, animation and sound) for education, entertainment or information sharing.

Outcome On completion of this unit the candidate should be able to:	Skills & Techniques	Knowledge & Understanding
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 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	1. Identify 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 slides.	1. Select, change and use appropriate templates for slides 2. Select and use appropriate techniques to edit slides and presentations to meet needs 3. Select and use appropriate techniques to format slides and presentations 4. Select and use animation and transition effects appropriately to enhance slide sequences.	1. Identify what slide structure and themes to use 2. Identify what presentation effects to use to enhance the presentation

Outcome Understanding On completion of this unit the candidate should be able to:	Skills & Techniques	Knowledge &
3. Prepare slides for presentation to meet needs.	1. Prepare slideshow for presentation 2. Check presentation meets needs, using IT tools and making corrections as necessary 3. Identify and respond to any quality problems with presentations to ensure that presentations meet needs	1. Describe how to present slides to meet needs and communicate effectively

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 & 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 2 Unit which has a stated number of credits = 4 at level 2 and a Notional Guided Learning Hours = 30 on the QCF ITQ framework.

Support Notes

Summary

The SCQF level 5 (ITQ level 2) 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.

Presentation tools and techniques will be described as 'intermediate' because:

1. the software tools and functions used will be at times non-routine or unfamiliar;
2. the choice and use of input, manipulation and output techniques will need to take account of a number of factors or elements; and
3. the user will take some responsibility for inputting, structuring, editing and presenting the information, which at times may be non-routine or unfamiliar.

Examples of context

A slide show with animations, transitions, video, sound or linked to an external or web-based data source.

Examples of Content

The examples given are indicative of the learning content at each level 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.

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

Charts and tables for presentations: Table, pie chart, graph, diagram, organisational chart, flowchart.

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.

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 standalone show or as web pages.

Outcome 2

Slide structure: Layout; use existing templates, designs and styles, organisational guidelines; adapt and create new templates.

Presentation effects: Video, sound, animation, slide transitions, visual and sound effects, hyperlinks.

Edit slides: 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.

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.

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

Check presentation: Spell check; grammar check, orientation, layout, slide order, text alignment and formatting, accuracy, clarity, transitions and timings.

Quality problems with presentations: Will vary according to the content, for example:

- ◆ Text: Formatting, styles
- ◆ Images: Size, position, orientation
- ◆ Effects: Timing, brightness, contrast, sound levels, order of animations

GUIDANCE ON EXAMPLES OF EVIDENCE

Typical examples of evidence for Outcome 1 - 3

A project in which the candidate produces a slide show with animations, transitions, video, sound. Links could be arranged to an external or web-based data source. Evidence contained within the portfolio could include screenshots or printed copies of the individual slides together with initial drawings/sketches of the design stages.

To assess competence in the knowledge and understanding sections for all of the outcomes a knowledge test in the form of a Multiple Choice Question paper (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, the candidate's responses to these for evidence purposes.