

# PC Passport

## PRESENTATIONS — Intermediate Instructor's Guide



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This guide makes up part of a suite of three documents designed to deliver the PC Passport course at Intermediate level for Presentations

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## **Welcome**

Welcome to the Presentations Intermediate course. The Student Workbook for this course is designed to teach the topics required for the assessment of this Unit. The companion Exercise Booklet contains practical exercises that will reinforce the topics taught in the Workbook as well as Summary Tasks for each Learning Outcome. It is expected that the tutor leading the learner will supplement these materials with some practical assignments that are appropriate to their group.

This Instructor's Guide explains the layout and use of these manuals and gives the answers to the questions and tasks included in the Exercise Booklet.



# Contents

<b>Using the Student Workbook</b>	<b>1</b>
<b>Using the Exercise Booklet</b>	<b>1</b>
Exercise Files	1
<b>Answers to Written Exercises</b>	<b>2</b>
Learning Outcome 1	2
Exercise 1.1	2
Exercise 1.2	3
Exercise 1.3	4
Exercise 1.4	5
Exercise 1.9	6
Learning Outcome 1 — Summary Tasks	8
Learning Outcome 2	8
Learning Outcome 2 — Summary Tasks	8
Learning Outcome 3	9
Exercise 3.1	9
Learning Outcome 3 — Summary Tasks	12



# Using the Student Workbook

The workbook has been organised into the three Learning Outcomes for this Unit. Each of these ‘sections’ contains the topics to be covered along with references to the practical exercises that the learner should complete at specific points. At the end of the ‘section’ there is a reference to that Learning Outcome’s *Summary Tasks*, which usually take the form of small projects, to help the learner consolidate what they’ve learned.

The references to the exercise booklet look like this:

## Exercise 1.1

Now do Exercise 1.1 in the Exercise Booklet.

## Summary Tasks

Now do the Learning Outcome 1 Summary Tasks in the Exercise Booklet.

# Using the Exercise Booklet

The Exercise Booklet contains the practical sessions that the learners should undertake to consolidate their learning. Throughout each of the Learning Outcomes there are a number of exercises that will cover the topics most recently taught, and at the end of each Learning Outcome there is a Summary Tasks section. Here is a sample Summary Task from this unit:

## Task 4

1. In your **PersonalStuff** folder, create another new folder called **CollegeWork**.
2. Copy the **Making Presentations** file from your **Presentations** folder into the new folder, using whatever method you prefer.
3. Check that you have a copy in both the **Presentations** folder and the **CollegeWork** folder.
4. Move the **Business Writing** presentation from your main folder to the **CollegeWork** folder.

## Exercise Files

Most of the practical exercises and Summary Tasks in the Exercise Booklet ask the learner to open specific files. These files are available to download from SQA’s website. For more information, please contact your SQA Coordinator. If possible, a copy of these files should be placed on the hard disk (the C drive) on the system the learner will use. However, the exercises instruct the learner to find out where these files have been placed if they do not have access to the C drive.

A copy of the Unit exercise folder with the practical sessions completed has been supplied for the use of teaching staff. This folder is named **Pres – Int 2 – Completed Versions**.

# Answers to Written Exercises

## Learning Outcome 1

### Exercise 1.1

#### Question 1

Name	Description	Typical Storage Capacity
<b>CD-ROM</b>	Using a CD-ROM drive (the device used to read/write a disk) equipped with a special laser, known as a CD writer, the drive can write, or burn, information onto a blank disk.	780 MB
<b>DVD</b>	A DVD can hold a lot more information than a CD due to the use of a kind of built-in second disk. The information on a DVD is read by the DVD drive at a much faster rate than a normal CD. A film, cinema quality sound and special features can all be stored on a single disk.	1.4 – 9.4 GB
<b>Floppy disk</b>	Floppy disks can be used to move or copy information from one computer to another, or to hold a backup copy of your data in case your system fails or you lose the data another way. These disks are 3 ½ inch plastic squares containing a thin magnetic disk. In terms of text only, you could store roughly one standard dictionary on a floppy disk.	1.44 MB

#### Question 2

- |  |  |
|--|--|
| a) What is a virus?  | A virus is a software program that has been loaded onto your computer and run without you knowing.   |
| b) Where do viruses come from?   | Viruses can come from infected files copied from an infected computer, from the Internet or via e-mail.  |
| c) What can you do to prevent your computer becoming infected by a virus?              | Install and keep up-to-date anti-virus software that will detect infected files when they arrive on your computer.<br>Don't download anything from untrustworthy Web sites.<br>Don't open attachments on e-mail messages unless you were expecting them. |
| d) What should you do to make sure your virus scanning program recognises new viruses? | Download updates regularly. You may be able to set up the software to do this automatically for you.   |



### Question 3

a) Describe how you would do this using the Windows Explorer program.

Make sure there's a floppy disk in the drive. Display the **My Documents** folder in Windows Explorer then drag the presentation on the A drive icon (or use Copy and Paste).

b) Describe how you would do this using the **File** menu in PowerPoint.

Use the **File, Save As** menu option then choose the A drive from the **Save in** list.

### Question 4

- |   |                  |
|---|------------------|
| a) Do you have to format every floppy disk you buy?         | No               |
| b) What program would you use to format a floppy disk?      | Windows Explorer |
| c) Formatting a disk removes all files and folders from it. | True             |

## Exercise 1.2

### Question 7

All 'documents' with the word 'company' in their name that are stored in the Pres – Int 2 folder or one of its subfolders.

In the Meetings folder:

company background.ppt

company outline.doc

In the Presentations folder:

company restructuring 2-2

company restructuring 2-3

company restructuring 2-4

## Exercise 1.3

### Question 1

Earlier versions of PowerPoint	<p>If you share presentations with users of earlier versions of PowerPoint, you can save the presentation in the appropriate format by choosing it from the list.</p> <p><b>Note:</b> When the other user sends the presentation back to you, PowerPoint recognises it as a presentation and so will open it like any other PowerPoint file.</p>
PowerPoint Show	<p>When you use this format to save a presentation, the resulting file will always open as a slide show.</p>
Outline	<p>You can open an outline document from another application such as Word or Excel. The outline is used to create slides and structure their contents.</p> <p>You can also save a presentation as an outline document.</p>
Web pages	<p>This is a format that can be used for saving presentations. When you use this format, an HTML file and a folder containing supporting files will be created. These can then be uploaded and displayed via the internet or an intranet.</p>
GIF, JPEG, PNG	<p>These are graphic formats for use on a web page available when you choose to save your presentation. When you save using one of these formats, each slide saved is saved as a separate file.</p>

### Question 2

Type	Description	Size	Quality
GIF	This is a compressed graphic format.  GIFs are mainly used for saving icons and other small graphic files and use anything from 2 colours to 256 colours, so it's not ideal for photographic images to be saved this way.	If you saved a graphic in this format using the largest number of colours available, this would be the smallest file size.	This format can use up to 256 colours.
JPEG	This is a compressed graphic format.  JPEGs are mainly used for saving high quality photos for use on the Web. The greater compression used when the file is saved the more information is lost and so the lower the quality of the photograph.	If you saved a graphic in this format using the largest number of colours available, this would be the middle file size.	This format can use an infinite number of colours and so can be the highest quality.

### Question 3

JPEG

### Exercise 1.4

#### Question 1

a. connection device, eg computer, mobile phone

---

b. communication device, eg modem, cable modem

---

c. Internet Service Provider (ISP)

---

#### Question 2

Internet Service Provider

#### Question 3

Copyright law

### Question 4

- ◆ The size of the file.
- ◆ The original location of the file.
- ◆ The connection speed of your communications device.
- ◆ The number of users already using the internet and/or the site you're downloading from.
- ◆ The technical specification of your computer.

## Exercise 1.9

### Question 1

Computer, multimedia projector, remote mouse (optional), sound card and speakers (if using sound).

### Question 2

- ◆ The projector may not be connected to the power supply or the power supply may not be working properly.
- ◆ The connection between the computer and the projector may be missing, faulty or not properly connected.
- ◆ The computer may have gone into 'sleep', 'screen saver' or 'standby' mode if it's been idle for some time.

### Question 3

- ◆ Check the line of site between the mouse and its connecting device.
- ◆ Check the distance between the mouse and the connecting device.
- ◆ Check the batteries are charged.

### Question 4

- ◆ The computer has no sound card.
- ◆ The sound card driver isn't installed or isn't up-to-date.
- ◆ There are no speakers.
- ◆ The speakers aren't connected, plugged in, or switched on.
- ◆ The volume isn't high enough.

### **Question 5**

You can deliver the presentation as long as there is a flat clean surface where the image can be projected clearly enough to be seen from every audience position.

Alternatively, can you borrow a projector screen from somewhere else or change venue to somewhere suitable?

## Learning Outcome 1 — Summary Tasks

### Task 1

#### Question 1

Description	Medium
Widely used by large organisations although, because of their low access speeds, they are mainly used for long-term storage of data. Their main use is backing up data in case of loss.	Tapes or tape cartridges
A newer type of storage. These come in a variety of forms and the most common type is connected to your computer via the USB port, which means that on the newer versions of Microsoft Windows, you simply plug them in and use them.	Memory stick
Can hold the same amount of data as about 500 floppies, although this varies from manufacturer to manufacturer	CD-ROM
A film, cinema quality sound and special features can all be stored on a single disk.	DVD

### Task 2

Contents of the Meetings folder	
Reservations folder	Company Background
Agenda	Company Outline
Business Proposal	First Quarter Sales

## Learning Outcome 2

### Learning Outcome 2 — Summary Tasks

None of the exercises or Summary Tasks in this section requires answers.

## Learning Outcome 3

### Exercise 3.1

#### Question 1

- ◆ Audience;
  - Who are your audience?
  - How does the subject of your presentation relate to your audience?
  - What do they know about the subject?
  - What do they need to know?

#### Question 2

##### Beginning

A good opening is essential. This will help you establish a relationship with your audience, relax them and help you to gain their co-operation.

Try to make a clear statement about the objective of the presentation - avoid diving straight in. You need to let the audience settle down and tune into your voice and the impression you make. The beginning is all about gaining your audience's attention.

##### Middle

Having gained their attention, it's now about building bridges to take the audience logically from one section to the next. Try to involve your audience. A presentation is a form of communication and the best form of communication is two-way.

##### End

Keep it short. A brief, well-delivered conclusion is much more effective. Summarise and pause, allowing for individual points to have an impact.

### Question 3

- ◆ Equipment
  - In working order
  - Connected
  - Any remote controller should work, check ‘line of sight’ and distance limits.
  - Speakers are present, connected and working if required.
  - Projector: If multimedia, check it’s connected; if OHP, check bulb is working and platform is clean. Check focus.
- ◆ Environment
  - Temperature: The area should be neither too hot nor too cold — the audience should be comfortable but not sleepy.
  - Lighting: Be sure that the audience can read your slides clearly
  - Seating arrangements: Make sure there are no obstructions between the audience and the projection surface
  - Noise: If possible, make sure that there is no outside noise to distract your audience
- ◆ Presentation
  - Unpack or copy it onto the new computer if necessary, and check it runs as expected.
  - If possible, have a full rehearsal.
- ◆ Handouts
  - Be sure they’re printed clearly and to hand when you need them.



**Question 4**

<b>Problem</b>	<b>Possible Reason</b>	<b>Possible Resolution</b>
The screen's blank	If appropriate, is the projector connected properly to the computer?	Check the connections to see that they're secure
	Is the power to the projector and the computer connected?	Check the power supply connection to see that they are secure
	Has the power supply failed?	Check other electrical devices in the area
	Does the projector need a new bulb?	Replace bulb and check again
The slide image isn't clear on the projection surface	Is the projector out of focus?	Adjust the focus setting on the projector
	Is the projection surface clean?	Clean the projection surface or use another one
	Is there too much light in the room?	Dim the lights a little
You can't hear the sound on the slides	Are there speakers attached to the computer?	Check the connection to see that the speakers are attached
	Are the speakers switched on?	Check that the speakers are switched on
	Is the power supply connected to the speakers?	Check that the power supply is connected to the speakers
	Is the volume high enough?	Turn up the volume and check again

## Learning Outcome 3 — Summary Tasks

### Task 1

#### Question 1

- ◆ Objective
- ◆ Audience
- ◆ Timing
- ◆ Venue
- ◆ Equipment

#### Question 2

Check whether other programs are still running. If so, close PowerPoint and reopen. Restart slide show at appropriate slide. If not, restart computer then slide show.

#### Question 3

- ◆ The batteries have run out.
- ◆ There isn't a clear line of sight between the mouse and the connection device.
- ◆ You're too far away from the connection device.

#### Question 4

Unpack the presentation and then run it, checking that it looks and acts the way it did on the original computer.

## Question 5

- ◆ Your tone of voice should match the occasion. Variety of pitch is more important in presentations than in ordinary conversation.
- ◆ Start preparing your presentation well in advance.
- ◆ Identify why you are speaking and the result you want.
- ◆ Find out as much as you can about your audience, such as age and their current knowledge of the subject.
- ◆ Don't try to write the presentation in one sitting. Keep a notebook by you to jot down ideas as they come.
- ◆ Don't try to impress with big words or complex theories that aren't appropriate - **KISS - Keep It Simple Stupid.**
- ◆ Pick 2 or 3 points and illustrate them with examples. Too many points and your audience won't remember them.
- ◆ Keep a file of humorous notes and stories that you can use when appropriate.
- ◆ Avoid using jargon, abbreviations and statistics. If possible, use visual aids to present and reinforce numbers.
- ◆ Be precise, make sure your message is clear.
- ◆ Avoid clichés.
- ◆ Write bullet points on a white card. Try not to read a script — it will sound stilted and unnatural.
- ◆ Rehearse aloud several times: familiarity breeds confidence. Use a tape recorder or a friend to get feedback.
- ◆ Make your voice interesting by varying your pitch, volume and speed. Use pauses to help emphasise key points and avoid using filler words such as *um*, *you know* and *I mean*.
- ◆ Remember that nerves often make you speak high and fast, so practise speaking a little slower and deeper.
- ◆ Wear comfortable clothes and footwear.
- ◆ Empty your pockets so you are not tempted to play with the contents. Avoid putting your hands in your pockets and do not wear any distracting items, such as an outrageous tie or jewellery that catches the light.
- ◆ Make sure that your listeners can see your face and that your hair is not falling into your eyes.
- ◆ Think of everyone in the audience as a friend who wants you to be successful.
- ◆ Walk slowly to the speaking spot. Look at the audience (all of them), smile and take a couple of deep breaths before you begin.
- ◆ Maintain eye contact with everyone and avoid looking at the most senior or friendly person in the audience.
- ◆ Smile! Remember that the audience is more interested in *what you have to say* than in *you*.