

## S344: Presentation software 3

**Overview:** Select and use a wide range of advanced presentation software tools and techniques effectively to produce presentations that are complex or non-routine. 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 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

#### Use presentation software tools to structure, edit and format presentations

6. Create, amend and use appropriate templates and themes for slides
7. Select and use appropriate techniques to edit and format presentations to meet needs
8. Create and use interactive elements to enhance presentations
9. Select and use animation and transition techniques appropriately to enhance presentations

#### Prepare interactive slideshow for presentation

10. Prepare interactive slideshow and associated products for presentation
11. Check presentation meets needs, using IT tools and making corrections as necessary
12. Respond appropriately to quality problems to ensure that presentations meet needs and are fit for purpose

### Knowledge & Understanding

- A. Explain what types of information are required for the presentation
- B. Identify any constraints which may affect the presentation
- C. Explain when and how to use and change slide structure and themes to enhance presentations
- D. Explain how interactive and presentation effects can be used to aid meaning or impact
- E. Explain how to present slides to communicate effectively for different contexts
- F. Evaluate presentations, identify any quality problems and discuss how to respond to them