NPA PC Passport
Web Apps: Presentations Workbook

Unit Codes: HA6J 44, HA6J 45 and HA6J 46

SCQF levels 4, 5 and 6

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Level 4 Tasks

Outcome 1

Task 1

Open one of the presentations entitled 'Outcome 1 Task 1'. There are two versions of this task, one based on sharing a presentation using Microsoft PowerPoint and the other using Google Slides. Open the version of the task which uses the software that you are most familiar with. Rearrange the slides into the correct order so that they describe the steps needed to share a presentation via a cloud service.

Task 2

Create a new blank presentation. This presentation should list some of the common file formats for multimedia. The presentation should contain four slides:

1   A title slide with your name and the title 'File Formats'.

2   A slide with the heading 'Graphic File Formats' which includes a list of at least two different file formats used for graphics.

3   A slide with the heading 'Audio File Formats' which includes a list of at least two different file formats used for audio files.

4   A slide with the heading 'Video File Formats' which includes a list of at least two different file formats used for video files.

Change the background colour of each slide in the presentation so that each slide uses a different background colour. Change the text colour used on each slide to contrast with the background colour so that the text stands out clearly. Add a transition to each slide.

Outcome 2

Task 1

Open the presentation titled 'Dino Facts'. You have been asked to edit this presentation to make it suitable for an audience of Primary School pupils. Carry out each of the tasks listed below:

♦ Slide 1 — Change the size of the font to size 50 and align the text to the centre of the slide

♦ Slide 2 — Change the bullet points to a numbered list

♦ Slide 3 — Change the font on the slide to match the font used on Slide 2

♦ Slide 4 — Resize the image on the slide so that it does not cover any of the text and position it in the bottom right hand corner

♦ All slides — set the background colour of all the slides to green

Add your name to Slide 1 and print your presentation.

Task 2

You have been asked to create a short presentation about places of interest in your local area for a group of visiting tourists. Your presentation must be no more than six slides and must include the following:

♦ A title slide

♦ The use of an appropriate design template

♦ A range of slide layouts

♦ Text, image, audio and video

♦ Transitions

Save your completed presentation to the cloud, using an appropriate file name.

Outcome 3

Task 1

Chose **one** of the following presentations:

♦ Outcome 2 Task 1 OR

♦ Outcome 2 Task 2

Upload the presentation that you created for this task to a cloud service and share it with a colleague. Share it so that your colleague can view the presentation but is unable to edit it. Take a screenshot of these settings to show that you have achieved this successfully. The link to the presentation may be shared using email, social media or similar.

Task 2

♦ Open the presentation titled 'Features and Functions of Presentations'.

♦ Answer each of the questions in the presentation about the features and functions of presentation software.

♦ Share your presentation with a colleague and receive feedback from them about your answers. This could be done through the cloud service, e-mail, instant messaging or similar.

♦ Make any changes to your answers based on your colleagues' comments.

♦ Share your final answers with your teacher/assessor.

Level 5 Tasks

Outcome 1

Task 1

You have been asked by the head teacher of Lochside Primary School to create a presentation that teachers can use to display announcements to pupils each morning. This presentation must have a consistent layout and include each of the following items on each and every slide:

♦ The school badge (provided) in the bottom right hand corner of the slide

♦ The school's name — Lochside Primary School — displayed on the left hand side of the slide

♦ The school's motto — 'Learning Together Everyday' — displayed at the top of the slide

♦ A space in the centre of the slide to display important announcements, eg Concert Band rehearsals cancelled with black text on a yellow background

♦ Make use of the school's colours — red and white

Below is a rough sketch of what the head teacher is looking for:
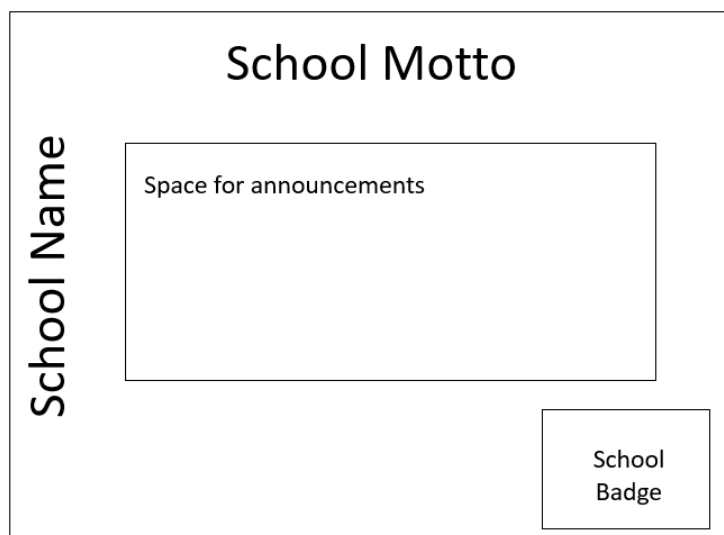
Part 1

Using a master slide, create a presentation that the teachers can use to display daily announcements, based on the design above. Save this master slide as a template, so that it can be used by teachers throughout the school.

Part 2

Each week a 'Pupil of the Week' is chosen by the head teacher. Create a new slide in the presentation for pupil of the week. The pupil's name should be displayed in a textbox contained within the following shapes:

♦ Ribbon

♦ Explosion

♦ Oval Callout

These shapes should be grouped together and aligned to the centre of the slide.
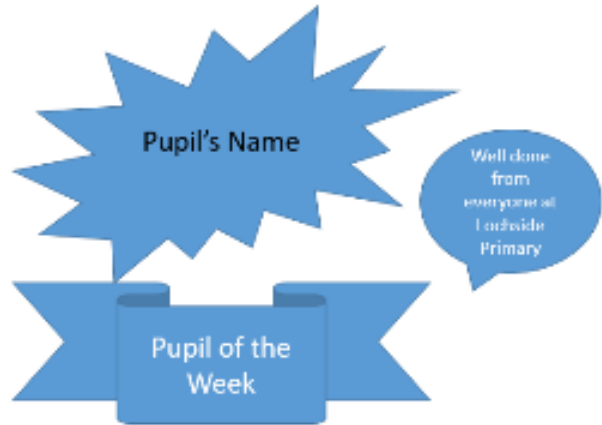
Task 2

Create a new presentation with the title 'Web Software v Desktop Software'. Carry out some research into some of the similarities and differences between web based presentation software and desktop based presentation software. Using a layout with two columns, present your findings under each of the following headings:

♦ Cost

♦ Features

♦ Help Provided

♦ Ease of Access to Software

Add your name in the footer, along with the number of each slide. Upload your completed presentation to the cloud and share it with your teacher/assessor.

Outcome 2

Task 1

You have been asked to create a visual presentation that will be played in a continuous loop in the waiting room of your local doctor's surgery. Your presentation should be six slides in length and must include the following:

♦ Six suitable images set as a background for each of the slides

♦ Transitions with timings on each slide

♦ The presentation setup to play in a loop

Print a copy of your six slides, so that they can all fit on a single page, for the manager of the surgery to approve.

Task 2

You have been asked to create a short presentation on tornados. Your presentation must include the following:

♦ The use of a design template that you have edited to change the colour scheme

♦ All the text contained in the file tornado facts.doc (provided) included in your presentation

♦ A short video of a tornado

♦ An image of a tornado, that you have cropped to remove all surrounding imagery so that you are left with just the tornado in the image

♦ Animation to give the effect/appearance of a tornado using a motion path

The completed presentation should be saved in two different formats so that the presentation can be opened using the application that was used to create it and one other application.

Add your name to the footer and print a copy of your slides showing two slides per page.

Outcome 3

Task 1

Working with a partner, create a presentation demonstrating different types of media that can be used in a presentation. Your presentation should have four slides:

1   A title slide with your names and the title 'Examples of File Formats'.

2   A slide with the heading 'Graphic File Formats' which includes examples of at least two different file formats used for graphics. Each example should inserted into the slide and be labelled with the name of the file and the file type.

3   A slide with the heading 'Audio File Formats' which includes examples of at least two different file formats used for sound. Each example should inserted into the slide and be labelled with the name of the file and the file type.

4   A slide with the heading 'Video File Formats' which includes examples of at least two different file formats used for video files. Each example should inserted into the slide and be labelled with the name of the file and the file type.

Pairs should work in collaboration with each other to complete this task. The person who creates the original file should share it with their partner and allow their partner editing rights on the file.

Task 2

You have been asked to create a presentation for Primary 7 pupils about staying safe online. Your presentation should include a list of your Top 10 Tips for staying safe online, particularly when communicating with others.

This presentation must be suitable for its target audience, Primary 7 pupils, and should make use of presentation features such as animation, transitions and multimedia to make it engaging to the viewer.

Share your presentation with at least two colleagues and ask them to provide you with feedback on your presentation. As a result of this feedback, make any changes required to your presentation.

Level 6 Tasks

Outcome 1

Task 1

The file 'recipe.docx' contains a recipe for making pancakes. Using this information, create a short presentation to give a step-by-step guide to making pancakes. Your presentation must include:

♦ The slides orientated to portrait

♦ The steps in the recipe presented as a flowchart or organisational chart

♦ The chart added should fill the slide and be modified, eg change the default colours

♦ Each step in the flowchart described in its own slide with an appropriate picture

♦ Each picture aligned to the centre of the slide

♦ A hyperlink to the recipe document

Task 2

You have been asked to create a presentation for nursery school pupils about the properties of different shapes. The presentation should include five slides:

1   A title slide with a symbol created using each of the shapes in the presentation

2   A slide about the rectangle

3   A slide about the square

4   A slide about the triangle

5   A slide about the circle

The title slide should include:

♦ The title 'The World of Shapes'

♦ An appropriate design that has been applied to the entire presentation

♦ A table listing the shapes covered in the presentation, with a hyperlink to the relevant slide. This table should be formatted to include an appropriate background colour and text colour to compliment the design chosen.

♦ A logo for the presentation which is created using a combination of the shapes covered in the presentation. This logo should demonstrate your ability to layer shapes by arranging the shapes to the back/front.

♦ The shapes used in the logo should be grouped and, using an appropriate feature, the logo added to each of the slides in the presentation.

Each of the four shape slides should include:

♦ A heading with the name of the shape

♦ Three facts about each shape, appropriate to the target audience

♦ A representation of each shape inserted into the slide using the shape tools

♦ Each shape should be formatted to change properties including the fill colour, line colour, fill pattern, line width, etc

♦ An effect should be added to at least one of the shapes to change properties such as the shadow, reflection, 3D-format, etc

♦ A layout which is consistent across all four of the shape slides

Outcome 2

Task 1

The Highland Donkey Sanctuary has asked you to create a short presentation to encourage more people between the ages 50–65 to volunteer with them. Your presentation should have an appealing visual layout and must make appropriate use of the following:

♦ Layout and design

♦ Text and background colour(s)

♦ Media — including use of text, audio, video and images

♦ Word Art

♦ Animation — using motion paths and triggers

♦ Transitions — controlled by timings

♦ Links to external multimedia files, eg YouTube

♦ Use of shapes

Each slide must include the name of the sanctuary — Highland Donkey Sanctuary, their e-mail address — info@highlanddonkeys.co.uk and their charity number — SCO123456 in the footer.

The manager of the sanctuary has provided you with some information about the different volunteering roles in the sanctuary in a document called 'Highland Donkey Sanctuary'.

The manager would like to keep this recruitment drive a secret until the board of trustees have approved the final presentation. They have asked you to secure the presentation with the password — 5anc7uaryVo1

Task 2

Create a presentation about a subject that you feel strongly about. You should present the slides that you create to a group of your peers. Your presentation should last no longer than five minutes and must include the following:

♦ Use of an appropriate design for your target audience

♦ Presenter notes on each slide to use during your presentation

♦ Use of an appropriate presenter view when presenting your slides, so that you can view both the slides and your notes

Examples of topics could include:

♦ Should animal testing be banned?

♦ Should school pupils have to wear a uniform?

♦ Is technology making us lazy?

♦ Is artificial intelligence a threat to our privacy?

♦ Is graffiti art?

♦ Should all plastic be banned?

Outcome 3

Task 1

Using a cloud service, share the presentation that you created in Outcome 2 Task 2 with members of the audience that you presented to. Ask them to give you feedback on your presentation slides, the content of your notes and the overall presentation itself.

Based on their feedback and comments make any changes required to your presentation. Add an extra slide to your presentation, documenting the changes that you have made — use the track changes (or similar) feature to help you. Present your updated presentation to your teacher/assessor.

Task 2

Working with a partner or in a small group, create a 'How to Guide' for a piece of presentation software that you are familiar with. This guide should include:

♦ Descriptions of how to use some of the complex features of the software, eg tables, hyperlinks, charts/diagrams/illustrations

♦ Demonstrations of how to apply advanced transitions and animations, eg automatic playback, timings, triggers and motion paths

♦ Examples of the effective use of visual layout, eg backgrounds/ templates/themes and multimedia, eg text, images, audio and video

♦ The importance of considering your target audience in the overall design of your presentation

This work should be carried out collaboratively on a single presentation, shared within the group, and all communications should take place online.

Teacher/Assessor Notes

This set of practical tasks has been designed to allow learners to develop their practical skills using Presentation software. These practical skills will help to give the learner a deeper understanding of the features and functions of the software and allow the learner to provide detailed descriptions of the features that they have experience of using.

Many of these tasks can be easily adapted to a field of interest for your own learners. All solutions are merely examples of possible solutions. Many of your learners will be far more creative than the solutions shown.

All tasks have been designed so that they can be completed using either Microsoft PowerPoint or Google Slides. A variety of cloud services, including Google Drive, OneDrive and DropBox, can also be used to complete the tasks where the use of a cloud service is required.