

# Presentation software

## About this unit

### Structure

This unit is taken from the national occupational standards for IT Users (ITQ), Unit 2M It is divided into sections covering “what you need to do”, “what you need to know and understand” and “what proof you need”. These are described in detail below.

### What it is about

#### Who is this unit for?

You are likely to be in a role which involves the production of complex presentations (eg slide shows with animation).

#### At the end of this unit you will be able to:

Use presentation software effectively to produce complex presentations that communicate clearly and accurately.

## What you need to do

### Handle files

- 1 Use appropriate techniques to handle, organise and save files.

### Combine information

- 2 Link information within the same type of software.
- 3 Add information from one type of software to information produced using different software.

### Edit presentations

- 4 Use a wide range of editing techniques appropriately for complex presentations.

### Check presentations

- 5 Use proof reading techniques to check that text and images look professional.
- 6 Check text formatting techniques are used appropriately.
- 7 Check images and other objects are positioned and edited appropriately.

### Format slides

- 8 Format complex presentations using appropriate tools and techniques.

### Produce presentations

- 9 Choose an appropriate method and presentation style to suit audience needs.
- 10 Choose, use and adjust templates for presentations.

## Present slides

- 11 Save a presentation as a slide show.
- 12 Print speaker notes.

### EXAMPLES

**Combine information** (3): a spreadsheet graph to a word processing document; text to an image file; picture to a presentation slide; or simple information from a database onto a website.

**Edit presentations** (4): inserting objects and other resources, resizing images, and changing the position or orientation of other objects.

**Format slides** (8): changing colour schemes for slides or using an organisational house style.

## What you need to know and understand

### Produce information

- A How to produce information that communicates clearly and accurately with the audience, where and when it is needed.

### Presentations

- B How to produce complex presentations for a wide variety of uses. Complex presentations consist of electronic slides that include animation. They are well structured and appropriately styled so that they communicate effectively.

### Images, objects and sound

- C How to include still images (eg downloading photos from a digital camera) and other objects produced using different software.

## What proof you need

You will need to produce at least **two comprehensive** tasks for your assessor to judge and decide whether you have met the requirements of this unit. These tasks must:

- be fully supported by evidence which has come from your job in the workplace (or from a simulated activity)
- show that you have done and know everything from the “What you need to do” and “What you need to know and understand” sections of the unit