Unit 225:   Presentation Software

Unit reference number: M/502/4622

Level: 2

Credit value: 4

Guided learning hours: 30

Unit summary

This unit is about the skills and knowledge required by an IT user to select and use a wide range of intermediate presentation software tools and techniques effectively to produce presentations which include a combination of media (eg images, animation and sound) for education, entertainment or information sharing) and are at times non-routine or unfamiliar.

Any aspect that is unfamiliar may require support and advice from others.

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

- the software tools and functions used will be at times non-routine or unfamiliar;

- the choice and use of input, manipulation and output techniques will need to take account of a number of factors or elements; and

- the user will take some responsibility for inputting, structuring, editing and presenting the information, which at times may be non-routine or unfamiliar.

Assessment requirements/evidence requirements

Evidence of achievement can be derived from a variety of sources.

Learners who use their IT skills directly in their day-to-day work can prove their competence whilst doing so. Alternatively learners can use scenarios and knowledge tests — or a mixture of both — to demonstrate competence.

Assessment methodology

All ITQ units may be assessed using any method, or combination of methods, which clearly demonstrates that the learning outcomes and assessment criteria have been met.

Whilst assessors are required to have a sound understanding of the unit requirements and be able to give appropriate feedback to learners, they do not have to be A1 qualified. However, ideally every assessor should have ITQ Level 3 or equivalent in order to be able to adequately assess at that level and below.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
1 Input and combine text and other information within presentation slides	1.1 Identify what types of information are required for the presentation			
	1.2 Enter text and other information using layouts appropriate to type of information			
	1.3 Insert charts and tables into presentation slides			
	1.4 Insert images, video or sound to enhance the presentation			
	1.5 Identify any constraints which may affect the presentation			
	1.6 Organise and combine information of different forms or from different sources for presentations			
	1.7 Store and retrieve presentation files effectively, in line with local guidelines and conventions where available			

Learning outcomes	Assessment criteria		Evidence type	Portfolio reference	Date
2 Use presentation software tools to structure, edit and format slide sequences	2.1	Identify what slide structure and themes to use			
	2.2	Select, change and use appropriate templates for slides			
	2.3	Select and use appropriate techniques to edit slides and presentations to meet needs			
	2.4	Select and use appropriate techniques to format slides and presentations			
	2.5	Identify what presentation effects to use to enhance the presentation			
	2.6	Select and use animation and transition effects appropriately to enhance slide sequences			
3 Prepare slideshow for presentation	3.1	Describe how to present slides to meet needs and communicate effectively			
	3.2	Prepare slideshow for presentation			
	3.3	Check presentation meets needs, using IT tools and making corrections as necessary			
	3.4	Identify and respond to any quality problems with presentations to ensure that presentations meet needs			

Learner name: _____   Date: _____

Learner signature: _____   Date: _____

Assessor signature: _____   Date: _____

Internal verifier signature:_____   Date: _____
(*if sampled*)