

**U25401: Produce presentations**

## Unit Descriptor:

This unit is suitable for you if your work involves you producing simple presentations (e.g. text-based or diagram-based slide shows and lecture notes).

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

Use presentation software to produce simple presentations.

ELEMENT	PERFORMANCE CRITERIA
1. Produce presentations	<p><i>To be competent you must achieve the following:</i></p> <p><b>Handle files</b></p> <p>1.1 Use basic <b>file handling techniques</b> for the software.</p> <p><b>Combine information</b></p> <p>1.2 Use <b>basic techniques</b> to combine information.</p> <p><b>Edit presentation</b></p> <p>1.3 Use <b>basic editing techniques</b> appropriately for simple presentations.</p> <p><b>Check presentations</b></p> <p>1.4 Use spell check, grammar check and word count to check the accuracy of text.</p> <p>1.5 Check size, alignment and orientation of images or other objects.</p> <p><b>Format slides</b></p> <p>1.6 <b>Format</b> simple presentations using appropriate tools and techniques.</p> <p><b>Present Slides</b></p> <p>1.7 View and reorder slides.</p> <p>1.8 Present electronic slides as a slide show.</p> <p>1.9 Print a presentation in the form of handouts.</p>

**RANGE STATEMENT**

*You must cover the items below:*

**A. File handling techniques:**

- i. create/save
- ii. save as
- iii. open
- iv. print

**B. Combine information using basic techniques to:**

- i. insert
- ii. size
- iii. position

**C. Use the following basic editing techniques:**

- i. inserting and manipulating text and pictures
- ii. adding lines to slides
- iii. adding simple shapes to slides.

**D. Format slides using appropriate tools and techniques:**

- i. for aligning text
- ii. bullets, numbering,
- iii. line spacing
- iv. for adjusting colour
- v. fonts
- vi. size
- vii. background
- viii. pictures and other objects

**E. Print slides:**

- i. print slides in handout format
- ii. print notes

**UNDERPINNING KNOWLEDGE AND SKILLS****Produce information**

1. Know who and what the information is for, where it will be used (e.g. on screen or hard copy) and when it is needed.

**Presentations**

2. How to produce simple presentations that are accurate and well laid out. Simple presentations are made up of electronic slides that are mainly text or mainly diagrams or pictures.

**Images, objects and sound**

3. How to insert text and picture and import other objects

**EVIDENCE GUIDE****(1) Critical Aspects of Evidence**

You will need to produce **at least two comprehensive tasks**. The evidence may come from activities in your workplace and/or from simulation.

Your performance evidence should show that you are able to:

- A. Use basic file handling techniques for the software.
- B. Combine information in **all** of the following ways:
  - insert
  - size
  - position
- C. Edit presentations using all of the following editing techniques appropriately:
  - i. inserting objects and other resources
  - ii. resizing images
  - iii. changing the position or orientation of other objects.
- D. Check for accuracy of spelling and grammar
- E. Change size, alignment and orientation of images or objects where necessary.
- F. Format presentations using appropriate tools and techniques.
- G. Prepare slide show.
- H. Print slides in appropriate format.

Your evidence must show that you have met all the performance criteria, range and underpinning knowledge requirements.

**(2) Methods of Assessment**

Typical task size: A presentation of about five slides to include at least two slides with graphics.

Observation of you by your assessor:

- Handling files appropriately
- Combining text images and drawing objects.
- Using editing techniques
- Checking presentations for sequence and accuracy.
- Formatting slides using appropriate tools and techniques.
- Preparing a slide show
- Printing slides

Products of work e.g. data presented in a suitable format to meet specifications.

Answers to written or oral questions from your assessor.

**(3) Context of Assessment**

Your evidence may come from activities in your workplace and/or from simulation.