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| **CORE SKILLS Level 6 + (for students who have attained F3GC 12** | | | | | |
| **ICT – PRESENTATION CRITERIA** - To be use with WHIN450C and WHIN451C (in conjunction with Word criteria). Student to prepare a presentation suitable for a business environment standard, and criteria detailed below: | | | | | |
| **Item** | **Task** | | **Date** | **Achieved**  **Yes / No** | **Tutor** |
| 1.1 | Create a “**Title Slide**” Include an appropriate subject/title and custom text formatting. | |  |  |  |
| 1.2 | Include: **submission date, student name, and ID number** in an appropriate position and format style on the Title slide. | |  |  |  |
| 1.3 | Prepare a presentation to be 8-10 slides using a **minimum of 3 slide layouts**, these can be from the Office theme or a custom layout. | |  |  |  |
| 1.4 | Include a **graphic image** on the title slide, this can be a picture, clipart, logo, or shape, place it in the bottom right of the slide. | |  |  |  |
|  | | | | | |
| 2.1 | Apply a **Design Theme** from the following options: **Dividend, Droplet, Facet, Retrospect, or Time.** | |  |  |  |
| 2.2 | Apply the **Glossy** effect from the **Colour Variant** options. | |  |  |  |
|  |  | |  |  |  |
| 3.1 | Apply **Slide Transitions** to all slides, make the transition to the last slide **Peel off.** | |  |  |  |
| 3.2 | Ensure the presentation has consistent font formatting throughout the presentation. | |  |  |  |
| 3.3 | Modify the **Title text** of the last slide to be coloured **Blue Accent 1.** | |  |  |  |
|  | | | | | |
| 4.1 | Include at least one **shape**, somewhere in the presentation. | |  |  |  |
| 4.2 | Use the built in **Smart Art tool** or the **Insert chart tool** to show some of your information gathered in a graphical way. | |  |  |  |
|  |  | |  |  |  |
| 5 | Document should be mostly accurate re spelling and grammar so long as it does not interfere with the meaning of the text. | |  |  |  |
|  |  | |  |  |  |
| 6 | Insert a page Footer using **Header & Footer** tools, and include your full *name, student ID number,* and *page number*ing – do not show on the title slide. | |  |  |  |
|  |  | |  |  |  |
| 7 | Insert slide notes on one or more of the slides. | |  |  |  |
|  |  | |  |  |  |
| 8 | Print a **handout** copy of your presentation to include 2 slides to page. | |  |  |  |
|  |  | |  |  |  |
| 9 | Print a copy of your presentation in **notes pages** style. | |  |  |  |
|  |  | |  |  |  |
| Tutor Comments / Feedback: | | | | | |
| *Student Signature:* | | *Lecturer Signature:* | | | |