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| **CORE SKILLS ICT (Level 4)** | | | | |
| **USING MS POWERPOINT** | | | | |
| Student to prepare a PowerPoint presentation with a minimum of three slides, using the following tasks as guidance:  Once each activity is completed this sheet should be dated with the tutor initialling that the activity has been completed to their satisfaction. | | | | |
| **Item** | **Task** | **Date** | **Achieved/Not Achieved** | **Tutor** |
| 1 | Minimum 3 slides |  |  |  |
| 2 | At least 2 different size text should be used across the 3 slides |  |  |  |