SYLLABUS FOR PRESENTATION

UNIT 1

Strand One	Strand Two	Strand Three
Introduction to Presentation Application	**Creating a presentation**	
	• Create and save presentations using templates	
• State the importance of Presentation application	• Create and save presentations using auto wizard	**Editing and formatting text input slides**
• Explain the principle of Presentation application	• Add new slide(s) to a presentation	• Edit text input in slides.
• Explain the terminologies in Presenting Application		• Format text input in slides
• Identify the commonly used features of a Presentation Application		
• Demonstrate the use of the Help facility in Presentation Application		

UNIT 2

Strand One	**Strand Two**	
Working with objects, images and pictures in a presentation • Insert objects, images and pictures into a presentation • Edit inserted objects, images and pictures in a presentation	**Running a slide show** • Run a slide show	**Strand One** **Develop a presentation on a given topic** • Developing a presentation on a given topic