ECDL / ICDL Presentation

Presentation Software Level 2

Syllabus Version 5.0 (UK)

Purpose

This document details the syllabus for *ECDL / ICDL Presentation*. The syllabus describes, through learning outcomes, the knowledge and skills that a candidate for *ECDL / ICDL Presentation* should possess. The syllabus also provides the basis for the theory and practice-based test in this module.

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Mapping to the IT User Qualifications (ITQ)

This syllabus, for use in the United Kingdom, maps to the ITQ unit “Presentation Software” at Level 2.

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ECDL / ICDL Presentation

This module sets out essential concepts and skills relating to demonstrating competence in using presentation software.

Module Goals

Successful candidates will be able to:

- Work with presentations and save them in different file formats.
- Choose built-in options such as the Help function within the application to enhance productivity.
- Understand different presentation views and when to use them, choose different slide layouts and designs.
- Enter, edit and format text in presentations. Recognize good practise in applying unique titles to slides.
- Choose, create and format charts to communicate information meaningfully.
- Insert and edit pictures, images and drawn objects.
- Apply animation and transition effects to presentations and check and correct presentation content before finally printing and giving presentations.

CATEGORY	SKILL SET	REF.	TASK ITEM
1 Using the Application	*1.1 Working with Presentations*	1.1.1	Open, close a presentation application. Open, close presentations.
		1.1.2	Create a new presentation based on default template.
		1.1.3	Save a presentation to a location on a drive. Save a presentation under another name.
		1.1.4	Save a presentation as another file type: Rich Text Format, template, show, image file format, version number.
		1.1.5	Switch between open presentations.
	1.2 Enhancing Productivity	1.2.1	Set user preferences in the application: user name, default folder to open and save files.
		1.2.2	Use available Help functions.
		1.2.3	Use magnification/zoom tools.
		1.2.4	Display, hide built-in toolbars. Restore, minimize the ribbon.

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CATEGORY	SKILL SET	REF.	TASK ITEM
2 Developing a Presentation	*2.1 Presentation Views*	2.1.1	Understand the uses of different presentation view modes: normal view, slide sorter view, outline view, slide show view.
		2.1.2	Recognize good practice in adding slide titles: use a different title for each slide to distinguish it in outline view, when navigating in slide show view.
		2.1.3	Change between presentation view modes: normal view, slide sorter view, slide show view.
	2.2 Slides	2.2.1	Choose a different built-in slide layout for a slide.
		2.2.2	Apply an available design template to a presentation.
		2.2.3	Change background colour on specific slide(s), all slides.
		2.2.4	Add a new slide with a specific slide layout like: title slide, chart and text, bulleted list, table/spreadsheet.
		2.2.5	Copy, move slides within the presentation, between open presentations.
		2.2.6	Delete slide(s).
	2.3 Master Slide	2.3.1	Insert a graphical object (picture, image, drawn object) into a master slide. Remove a graphical object from a master slide.
		2.3.2	Enter text into footer of specific slides, all slides in a presentation.
		2.3.3	Apply automatic slide numbering, automatically updated date, non-updating date into footer of specific slides, all slides in a presentation.
3 Text	*3.1 Handling Text*	3.1.1	Recognize good practice in creating slide content: use short concise phrases, bullet points, numbered lists.

CATEGORY	SKILL SET	REF.	TASK ITEM
		3.1.2	Enter text into a placeholder in standard, outline view.
		3.1.3	Edit text in a presentation.
		3.1.4	Copy, move text within, between presentations.
		3.1.5	Delete text.
		3.1.6	Use the undo, redo command.
	3.2 Formatting	3.2.1	Change text formatting: font sizes, font types.
		3.2.2	Apply text formatting: bold, italic, underline, shadow.
		3.2.3	Apply different colours to text.
		3.2.4	Apply case changes to text.
		3.2.5	Align text: left, centre, right in a text frame.
	3.3 Lists	3.3.1	Indent bulleted text. Remove indent from bulleted text.
		3.3.2	Adjust line spacing before and after bulleted, numbered lists.
		3.3.3	Switch between the different standard bullet, number styles in a list.
	3.4 Tables	3.4.1	Enter, edit text in a table slide.
		3.4.2	Select rows, columns, entire table.
		3.4.3	Insert, delete rows and columns.
		3.4.4	Modify column width, row height.
4 Charts	*4.1 Using Charts*	4.1.1	Input data to create built-in charts in a presentation: column, bar, line, pie.
		4.1.2	Select a chart.
		4.1.3	Change the chart type.
		4.1.4	Add, remove, edit a chart title.

CATEGORY	SKILL SET	REF.	TASK ITEM
		4.1.5	Add data labels to a chart: values/numbers, percentages.
		4.1.6	Change the background colour of a chart.
		4.1.7	Change the column, bar, line, pie slice colours in a chart.
	4.2 Organization Charts	4.2.1	Create an organization chart with a labelled hierarchy by using a built-in organization chart feature.
		4.2.2	Change the hierarchical structure of an organization chart.
		4.2.3	Add, remove co-workers, subordinates in an organization chart.
5 Graphical Objects	*5.1 Insert, Manipulate*	5.1.1	Insert a graphical object (picture, image, drawn object) into a slide.
		5.1.2	Select a graphical object.
		5.1.3	Copy, move graphical objects, charts within the presentation, between open presentations.
		5.1.4	Resize, delete graphical objects, charts in a presentation.
		5.1.5	Rotate, flip a graphical object.
		5.1.6	Align a graphical object relative to a slide: left, centre, right, top, bottom.
	5.2 Drawing	5.2.1	Add different types of drawn object to a slide: line, arrow, block arrow, rectangle, square, oval, circle, text box.
		5.2.2	Enter text into a text box, block arrow, rectangle, square, oval, circle.
		5.2.3	Change drawn object background colour, line colour, line weight, line style.
		5.2.4	Change arrow start style, arrow finish style.

CATEGORY	SKILL SET	REF.	TASK ITEM
		5.2.5	Apply a shadow to a drawn object.
		5.2.6	Group, ungroup drawn objects in a slide.
		5.2.7	Bring a drawn object one level forward, one level backward, to the front, to the back of other drawn objects.
6 Prepare Outputs	*6.1 Preparation*	6.1.1	Add, remove transition effects between slides.
		6.1.2	Add, remove preset animation effects for different slide elements.
		6.1.3	Add presenter notes to slides.
		6.1.4	Select appropriate output format for slide presentation like: overhead, handout, on-screen show.
		6.1.5	Hide, show slides.
	6.2 Check and Deliver	6.2.1	Spell check a presentation and make changes like: correcting spelling errors, deleting repeated words.
		6.2.2	Change slide setup, slide orientation to portrait, landscape. Change paper size.
		6.2.3	Print entire presentation, specific slides, handouts, notes pages, outline view of slides, number of copies of a presentation.
		6.2.4	Start a slide show from first slide, from current slide.
		6.2.5	Navigate to next slide, previous slide, specified slide during a slide show.