Open Awards Qualification Unit

Form OAQU

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1 Unit Details

Unit Title:	Presentation Software
QAC Code:	K/502/4621
Level:	Level 1
Credit Value:	3
Minimum GLH:	20

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Input and combine text and other information within presentation slides.	1.1 Identify what types of information are required for the presentation.
	1.2 Select and use different slide layouts as appropriate for different types of information.
	1.3 Enter information into presentation slides so that it is ready for editing and formatting.
	1.4 Identify any constraints which may affect the presentation.
	1.5 Combine information of different forms or from different sources for presentations.
	1.6 Store and retrieve presentation files effectively, in line with local guidelines and conventions where available.
2. Use presentation software tools to structure, edit and format slides.	2.1 Identify what slide structure to use.
	2.2 Select and use an appropriate template to structure slides.
	2.3 Select and use appropriate techniques to edit slides.
	2.4 Select and use appropriate techniques to format

			slides.
3. Prepare slides for presentation to meet needs.		3.1	Identify how to present slides to meet needs and communicate effectively.
		3.2	Prepare slides for presentation.
		3.3	Check presentation meets needs, using IT tools and making corrections as necessary.