Access to Higher Education Unit

This unit forms part of an Access to HE Diploma. This is a developmental unit so is only available as ungraded.

Unit Title: ICT: Using Presentation Software

Ungraded Unit Reference Number: UD23DEV11

Module: Developmental

Level: Two (2)

Credit Value: Three (3)

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):	
1. Understand some of the features of presentation software and factors determining its use	1.1	Identify a range of factors that would affect a decision whether or not to use presentation software
	1.2	Plan a presentation for a specific purpose explaining how a range of factors affects the plan, e.g. the number of slides and their content
2. Use presentation software to create a presentation slides appropriate for a specific purpose, audience and situations	2.1	Use a suitable application to produce a presentation including at least five slides with at least three different formats
	2.2	Use appropriate styles to enhance slide appearance and impact
	2.3	Use appropriate formatting tools to enhance the appearance and readability of slides
	2.4	Use appropriate slide transitions to enhance the presentation
	2.5	Use a variety of effects appropriately to add interest and provide focus, including 'entry', 'emphasis' and 'exit' effects