
Schools ITQ Level 1 - Unit 10 - PS (Silver Unit 10)

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- Click on the links in the table below for specific guidance on the assessment criteria.
- National Strategies [APP criteria](#) [5] are relevant from Entry 3 upwards.
- References to [personal learning and thinking skills \(PLTS\)](#) [6]

Level 1, Unit 10 - Presentation Software (3 credits)

1. Input and combine text and other information within presentation slides

[1.1 I can identify what types of information are required for the presentation.](#) [7]

[1.2 I can select and use different slide layouts as appropriate for different types of information.](#) [10]

[1.3 I can enter information into presentation slides so that it is ready for editing and formatting.](#) [13]

[1.4 I can identify any constraints which may affect the presentation.](#) [16]

[1.5 I can combine information of different forms or from different sources for presentations.](#)

2. Use presentation software tools to structure, edit and format slides

[2.1 I can identify what slide structure to use.](#) [8]

[2.2 I can select and use an appropriate template to structure slides.](#) [11]

[2.3 I can select and use appropriate techniques to edit slides.](#) [14]

[2.4 I can select and use appropriate techniques to format slides.](#) [17]

3. Prepare slides for presentation to meet needs

[3.1 I can identify how to present slides to meet needs and communicate effectively.](#) [9]

[3.2 I can prepare slides for presentation.](#) [12]

[3.3 I can check presentation meets needs, using IT tools and making corrections as necessary.](#) [15]

[18]

[1.6 I can store and retrieve presentation files effectively, in line with local guidelines and conventions where available.](#) [19]

Links to ITQ units

Entry Level	Level 1	Level 2	Level 3
Entry Level 1, Unit 1 - Improving Productivity Using IT (1 credit) [21]	Level 1, Unit 1 - Improving Productivity Using IT (3 credits) [22]	Level 2, Unit 1 - Improving Productivity Using IT (4 credits) [23]	Level 3, Unit 1 - Improving Productivity Using IT (5 credits) [24]
Entry Level 2, Unit 1 - Improving Productivity Using IT (2 credits) [25]	Level 1, Unit 2 - Web site Software (3 credits) [26]	Level 2, Unit 2 - Web site Software (4 credits) [27]	Level 3, Unit 2 - Website Software (5 credits) [28]
Entry Level 2, Unit 2 - Using ICT to Select and Exchange Information (2 credits) [29]	Level 1, Unit 3 - Using Collaborative Technologies (3 credits) [30]	Level 2, Unit 3 - Using Collaborative Technologies (4 credits) [31]	Level 3, Unit 3 - Using Collaborative Technologies (6 credits) [32]
Entry Level 2, Unit 3 - Online Basics (2 credits) [33]	Level 1, Unit 4 - IT Security for Users (1 credit) [34]	Level 2, Unit 4 - IT Security for Users (2 credits) [35]	Level 3, Unit 4 - IT Security for Users (3 credits) [36]
Entry Level 2, Unit 4 - Desktop Publishing Software (2 credits) [37]	Level 1, Unit 5 - Spreadsheet Software (3 credits) [38]	Level 2, Unit 5 - Spreadsheet Software (4 credits) [39]	Level 3, Unit 5 - Spreadsheet Software (6 credits) [40]
Entry Level 2, Unit 5 - Using ICT: Safe Working Practices (1 credit) [41]	Level 1, Unit 6 - Specialist Software (2 credits) [42]	Level 2, Unit 6 - Specialist software (3 credits) [43]	Level 3, Unit 6 - Specialist Software (4 credits) [44]
Entry Level 2, Unit 6 - Using ICT in the Workplace (3 credits) [45]	Level 1, Unit 7 - Word Processing (3 credits) [46]	Level 2, Unit 7 - Word processing (4 credits) [47]	Level 3, Unit 7 - Word Processing Software (6 credits) [48]

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Entry Level 2, Unit 7 - Imaging software (2 credits) [49]	Level 1, Unit 8 - Using the Internet (3 credits) [50]	Level 2, Unit 8 - Using the internet (4 credits) [51]	Level 3, Unit 8 - Using the Internet (5 credits) [52]
Entry Level 2, Unit 8 - Using ICT Equipment in a Work Place (2 credits) [53]	Level 1, Unit 9 - Drawing and planning (2 credits) [54]	Level 2, Unit 9 - Drawing and planning (3 credits) [55]	Level 3, Unit 9 - Drawing and Planning Software (4 credits) [56]
Entry Level 2, Unit 9 - Using Word Processing Software (2 credits) [57]	Level 1, Unit 10 - Presentation Software (3 credits) [58]	Level 2, Unit 10 - Presentation software (4 credits) [59]	Level 3, Unit 10 - Presentation Software (6 credits) [60]
Entry Level 2, Unit 10 - ICT for Employment (1 credit) [61]	Level 1, Unit 11 - Database Software (3 credits) [62]	Level 2, Unit 11 - Database software (4 credits) [63]	Level 3, Unit 11 - Database Software (6 credits) [64]
Entry Level 2, Unit 11 - Audio and Video Software (2 credits) [65]	Level 1, Unit 12 - Desktop Publishing Software (3 credits) [66]	Level 2, Unit 12 - Desktop Publishing Software (4 credits) [67]	Level 3, Unit 12 - Desktop Publishing Software (5 credits) [68]
Entry Level 3, Unit 1 - Improving Productivity Using IT (3 credits) [69]	Level 1, Unit 13 - Using Email (2 credits) [70]	Level 2, Unit 13 - Using Email (3 credits) [71]	Level 3, Unit 13 - Using Email (3 credits) [72]
Entry Level 3, Unit 2 - Online Basics (1 credit) [73]	Level 1, Unit 14 - Audio Software (2 credits) [74]	Level 2, Unit 14 - Audio Software (3 credits) [75]	Level 3, Unit 14 - Audio Software (4 credits) [76]
Entry Level 3, Unit 3 - Desktop Publishing Software (2 credits) [77]	Level 1, Unit 15 - Imaging Software (3 credits) [78]	Level 2, Unit 15 - Imaging Software (4 credits) [79]	Level 3, Unit 15 - Imaging Software (5 credits) [80]
Entry Level 3, Unit 4 - Displaying Information Using ICT (3 credits) [81]	Level 1, Unit 16 - IT Communication Fundamentals (2 credits) [82]	Level 2, Unit 16 - IT Communication Fundamentals (2 credits) [83]	Level 3, Unit 17 - Video Software (4 credits) [84]
Entry Level 3, Unit 5 - Using ICT to Find Information (3 credits) [85]	Level 1, Unit 17 - Video Software (2 credits) [86]	Level 2, Unit 17 - Video Software (3 credits) [87]	Level 3, Unit 23 - Multimedia Software (6 credits) [88]
Entry Level 3, Unit 6 -	Level 1, Unit 18 - IT Software	Level 2, Unit 18 - IT Software	Level 3, Unit 24 - Additive

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Entry Level 3, Unit 7 - Producing Charts Using ICT (3 credits) [93]	Level 1, Unit 19 - IT User Fundamentals (3 credits) [94]	Level 2, Unit 19 - IT User Fundamentals (3 credits) [95]	Level 3, Unit 27 - Design Software (5 credits) [96]
Entry Level 3, Unit 8 - IT Security for users (1 credit) [97]	Level 1, Unit 20 - Using Mobile IT Devices (2 credits) [98]	Level 2, Unit 20 - Using Mobile IT Devices (2 credits) [99]	Level 3, Unit 28 - Optimise IT System Performance (5 credits) [100]
Entry Level 3, Unit 10 - Presentation software (2 credits) [101]	Level 1, Unit 21 - Data Management Software (2 credits) [102]	Level 2, Unit 21 - Data Management Software (3 credits) [103]	Level 3, Unit 29 - Set Up an IT System (5 credits) [104]
Entry Level 3, Unit 28 - Personal information management software (1 credit) [105]	Level 1, Unit 22- Understanding the social and environmental impact of architecture and construction (3 credits) [106]	Level 2, Unit 22 -Understanding the social and environmental impact of architecture and construction (4 credits) [107]	Level 3, Unit 32 - Computerised Accounting Software (5 credits) [108]
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	Level 1, Unit 24 - Additive Manufacture (3 credits) [112]	Level 2, Unit 24 - Additive Manufacture (3 credits) [113]	Level 3, Unit 40 - Cloud Based Services and Applications (5 credits) [114]
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Optimise IT System Performance (2 credits) [124]	Optimise IT System Performance (4 credits) [125]	Networking Fundamentals (5 credits) [126]
Level 1, Unit 29 - Set Up an IT System (3 credits) [127]	Level 2, Unit 29 - Set Up an IT System (4 credits) [128]	Level 3, Unit 60 - Cisco CCNA 1 - Introduction to Networks (6 credits) [129]
Level 1, Unit 31 - Internet Safety for IT users (3 credits) [130]	Level 2, Unit 32 - Computerised Accounting Software (3 credits) [131]	Level 3, Unit 61 - Cisco CCNA 2 - Routing and Switching (6 credits) [132]
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Level 1, Unit 34 - Financial Modelling (3 credits) [136]	DELLevel 2, Unit 70 - Understanding of Cyber Security and Online Threats (3 credits) [137]	Level 3, Unit 63 - Cisco CCNA 4 - Connecting Networks (6 credits) [138]
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