
Schools ITQ Level 2 - Unit 10 - PS (Gold Unit 10)

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- [General guidance for interpreting OCF qualification levels](#) [3].
- [Link to assessor's guide to interpreting the criteria for this unit.](#) [4]
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- National Strategies [APP criteria](#) [5] are relevant from Entry 3 upwards.
- References to [personal learning and thinking skills \(PLTS\)](#) [6]

Level 2, Unit 10 - Presentation software (4 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 enter text and other information using layouts appropriate to type of information.](#) [10]

[1.3 I can insert charts and tables into presentation slides.](#) [13]

[1.4 I can insert images and video or sound to enhance the presentation.](#) [16]

[1.5 I can identify any](#)

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

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

[2.2 I can select, change and use appropriate templates for slides.](#) [11]

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

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

[2.5 I can identify what](#)

3. Prepare slideshow for presentation

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

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

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

[3.4 I can identify and respond to any quality problems with presentations to ensure that presentations meet needs.](#) [18]

[constraints which may affect the presentation.](#) [19]

[presentation effects to use to enhance the presentation.](#) [20]

[1.6 I can organise and combine information of different forms or from different sources for presentations.](#) [21]

[2.6 I can select and use animation and transition effects appropriately to enhance slide sequences.](#) [22]

[1.7 I can store and retrieve presentation files effectively, in line with local guidelines and conventions where available.](#) [23]

Links to ITQ units

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

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Entry Level 2, Unit 6 - Using ICT in the Workplace (3 credits) [49]	Level 1, Unit 7 - Word Processing (3 credits) [50]	Level 2, Unit 7 - Word processing (4 credits) [51]	Level 3, Unit 7 - Word Processing Software (6 credits) [52]
Entry Level 2, Unit 7 - Imaging software (2 credits) [53]	Level 1, Unit 8 - Using the Internet (3 credits) [54]	Level 2, Unit 8 - Using the internet (4 credits) [55]	Level 3, Unit 8 - Using the Internet (5 credits) [56]
Entry Level 2, Unit 8 - Using ICT Equipment in a Work Place (2 credits) [57]	Level 1, Unit 9 - Drawing and planning (2 credits) [58]	Level 2, Unit 9 - Drawing and planning (3 credits) [59]	Level 3, Unit 9 - Drawing and Planning Software (4 credits) [60]
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