

## EL2 U12 - Guidance

### Presentation Software

#### Guidance

#### 1. The candidate will appreciate and understand the use of presentation applications

##### 1.1 I can identify what types of information to use in the presentation

The candidate should show that they have carried out some basic planning to prepare for their presentation.

**Evidence:** Assessor feedback.

##### Additional information and guidance

The candidate should be aware that different types of information can be used in presentations. They can be shown a range of types and discuss how good or bad these are for the job required.

##### 1.2 I can enter information into presentation slides

The candidate should be able to add material to their slides

**Evidence:** Assessor feedback.

##### Additional information and guidance

The candidate should show a clear process in developing their slides. It is more efficient to enter all of the information and then edit it, rather than edit each item individually.

##### 1.3 I can format elements of my slide for impact

The candidate should be able to make simple adjustments to their slide material

**Evidence:** Assessor feedback.

##### Additional information and guidance

The candidate should show a clear process in developing their slides. It is more efficient to enter all of the information and then edit it, rather than edit each item individually.

#### 2. The candidate will use tools to format and store files

##### 2.1 I can select a template and theme for slides

The candidate should be able to use basic templates

**Evidence:** Presented final work.

### Additional information and guidance

The candidate should understand and therefore demonstrate that they can use existing resources effectively. Many presentation packages have build in templates for different purposes which greatly speed up the creation of presentation work. There are also online libraries of these to add further choice.

## 2.2 I can use basic techniques to edit slides

The candidate should demonstrate editing skills.

**Evidence:** Assessor feedback and learner's work.

### Additional information and guidance

The candidate should be able to carry out basic editing of slides so they they are free from errors and poor formatting such as overlapped images or text boxes running over page edges for example.

## 2.3 I can store and retrieve my work

The candidate should have a working management of files system

**Evidence:** Assessor feedback.

### Additional information and guidance

The candidate should be able to manage their files, whether this is on a local network or in a cloud based system, so that it is effective and efficient. They should show naming conventions for stored files and folder names so that work is easy to retrieve.

## 3. The candidate will deliver a basic presentation of slides

### 3.1 I can check my work to make sure it is ready for delivery

The candidate should check their work to make sure it is free from errors

**Evidence:** Assessor feedback

### Additional information and guidance

The candidate should understand how to use software tools such as spellcheck to make their work ready to deliver.

### 3.2 I can deliver a simple presentation

The candidate should complete the slides and be able to deliver them

**Evidence:** Assessor feedback.

### Additional information and guidance

The candidate should understand how to use a presentation software and be able to click through their slides at the right pace.

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