## Presentations

## Level 1, Unit 5 - Presentation Software ( 3 credits)

## 1. 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 [2]
1.2 I can select and use different slide layouts as appropriate for different types of information [5]
1.3 I can enter information into presentation slides so that it is ready for editing and formatting [8]
1.4 I can identify any constraints which may affect the presentation [11]
1.5 I can combine information of different forms or from different sources for presentations [13]
1.6 I can store and retrieve presentation files effectively, in line with local guidelines and conventions where available [14]

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

2.1 I can identify what slide structure to use [3]
2.2 I can select and use an appropriate template to structure slides [6]
2.3 I can select and use appropriate techniques to edit slides [9]
2.4 I can select and use appropriate techniques to format slides [12]

## 3. 3. Prepare slides for presentation to meet needs

3.1 I can identify how to present slides to meet needs and communicate effectively [4]
3.2 I can prepare slides for presentation [7]
3.3 I can check presentation meets needs, using IT tools and making corrections as necessary [10]

## Level 2, Unit 5 - Presentation Software (4 credits)

## 1. 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 [16]
1.2 I can enter text and other information using layouts appropriate to type of information [19]
1.3 I can insert charts and tables into presentation slides [22]
1.4 I can insert images, video or sound to enhance the presentation [25]

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

2.1 I can identify what slide structure and themes to use [17]
2.2 I can select, change and use appropriate templates for slides. [20]
2.3 I can select and use appropriate techniques to edit slides and presentations to meet needs [23]
2.4 I can select and use appropriate techniques to format slides and presentations [26]
2.5 I can identify what presentation effects to use to enhance the presentation
[29]
2.6 I can select and use animation and transition effects appropriately to enhance slide sequences [31]

## 3. 3. Prepare slideshow for presentation

3.1 I can describe how to present slides to meet needs and communicate effectively [18]
3.2 I can prepare slideshow for presentation [21]
3.3 I can check presentation meets needs, using IT tools and making corrections as necessary [24]
3.4 I can identify and respond to any quality problems with presentations to ensure that presentations meet
needs [27]

### 1.5 I can identify any

 constraints which may affect the presentation [28]1.6 I can organise and combine information of different forms or from different sources for presentations [30]
1.7 I can store and retrieve presentation files
effectively, in line with local guidelines and conventions where available [32]

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

1.1 I can explain what types of information are required for the presentation [34]
1.2 I can enter text and other information using layouts appropriate to type of information [37]
1.3 I can insert charts and tables and link to source data [40]
1.4 I can insert images, video or sound to enhance the presentation [43]
1.5 I can identify any constraints which may affect the presentation [46]
1.6 I can organise and combine information for presentations in line with any constraints [49]
1.7 I can store and retrieve presentation files effectively, in line with local guidelines and conventions where available [51]

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

2.1 I can explain when and how to use and change slide structure and themes to enhance presentations [35]
2.2 I can create, amend and use appropriate templates and themes for slides [38]

### 2.3 I can explain how

 interactive and presentation effects can be used to aid meaning or impact [41]2.4 I can select and use appropriate techniques to edit and format presentations to meet needs [44]
2.5 I can create and use interactive elements to enhance presentations [47]
2.6 I can select and use animation and transition techniques appropriately to enhance presentations [50]

## 3. 3. Prepare interactive slideshow for presentation

3.1 I can explain how to present slides to communicate effectively for different contexts [36]

### 3.2 I can prepare

 interactive slideshow and associated products for presentation [39]
### 3.3 I can check

 presentation meets needs, using IT tools and making corrections as necessary [42]3.4 I can evaluate presentations, identify any quality problems and discuss how to respond to them [45]
3.5 I can respond appropriately to quality problems to ensure that presentations meet needs and are fit for purpose [48]

## Links to other Open Office Units

Entry Level

Bronze 1 [53]

Bronze 2 [57]

Bronze 3 Unit 1 [61]

Bronze 3 Unit 2 [65]

Level 1

Silver 1: IPU [54]

Silver 2: WP [58]

Silver 3: SS [62]

Silver 4: DPS [66]

Silver 5: PS [69]

Silver 6: DB [72]

Level 2

Gold 1: IPU [55]

Gold 2: WP [59]

Gold 3: SS [63]

Gold 4: DPS [67]

Gold 5: PS [70]

Gold 6: DB [73]

Level 3

Platinum 1: IPU [56]

Platinum 2: WP [60]

Platinum 3: SS [64]

Platinum 4: DPS
[68]

Platinum 5: PS [71]

Platinum 6: DB [74]

Source URL: https://theingots.org/community/oooPS

## Links

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