Presentations

General level descriptors [1]

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]

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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]

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]

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]

Level 3 Unit 5 - Presentation Software (6 credits)

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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]

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Links to other Open Office Units

Entry Level	Level 1	Level 2	Level 3
Bronze 1 [53]	Silver 1: IPU [54]	Gold 1: IPU [55]	Platinum 1: IPU [56]
Bronze 2 [57]	Silver 2: WP [58]	Gold 2: WP [59]	Platinum 2: WP [60]
Bronze 3 Unit 1 [61]	Silver 3: SS [62]	Gold 3: SS [63]	Platinum 3: SS [64]
Bronze 3 Unit 2 [65]	Silver 4: DPS [66]	Gold 4: DPS [67]	Platinum 4: DPS [68]
	Silver 5: PS [69]	Gold 5: PS [70]	Platinum 5: PS [71]
	Silver 6: DB [72]	Gold 6: DB [73]	Platinum 6: DB [74]

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

Links
[1] https://theingots.org/community/qcf_levels
[2] https://theingots.org/community/oool1u5x#1.1
[3] https://theingots.org/community/oool1u5x#2.1
[4] https://theingots.org/community/oool1u5x#3.1
[5] https://theingots.org/community/oool1u5x#1.2
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[28] https://theingots.org/community/oool2u5x#1.5
[29] https://theingots.org/community/oool2u5x#2.5
[30] https://theingots.org/community/oool2u5x#1.6

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[31] https://theingots.org/community/oool2u5x#2.6
[32] https://theingots.org/community/oool2u5x#1.7
[33] https://theingots.org/community/oool2u5i
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[39] https://theingots.org/community/oool3u5x#3.2
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[72] https://theingots.org/community/ooodb#1
[73] https://theingots.org/community/ooodb#2
[74] https://theingots.org/community/ooodb#3

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