

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]

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)

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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