

Unit Title	Presentation Applications
Ofqual unit reference number (code)	F/618/2702
Unit Level	Entry Level 3
GLH	20
Unit Credit Value	2
Assessment Guidance	LO 1. Combination of Content could include text, numbers and graphics AC 2.3 Formatting techniques include, changing font, centring text, underlining, and using Bold. Formatting techniques could also include changing the format of the slides.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Be able to create and save presentations which include a combination of content.	1.1. Identify what information to use in presentations. 1.2. Enter information into presentation slides. 1.3. Insert images to enhance the presentation. 1.4. Identify copyright constraints when using images. 1.5. Save presentations with suitable file names.
2. Be able to use presentation application tools to structure, edit and format slides.	2.1. Select a template for slides. 2.2. Use appropriate techniques to edit slides. 2.3. Apply formatting techniques to slides.
3. Be able to prepare slides for presentations.	3.1. Plan how the slides should be presented. 3.2. Prepare slides for presentation. 3.3. Check presentation using IT tools making corrections as appropriate.

Equivalences	N/A
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