



Presentation software

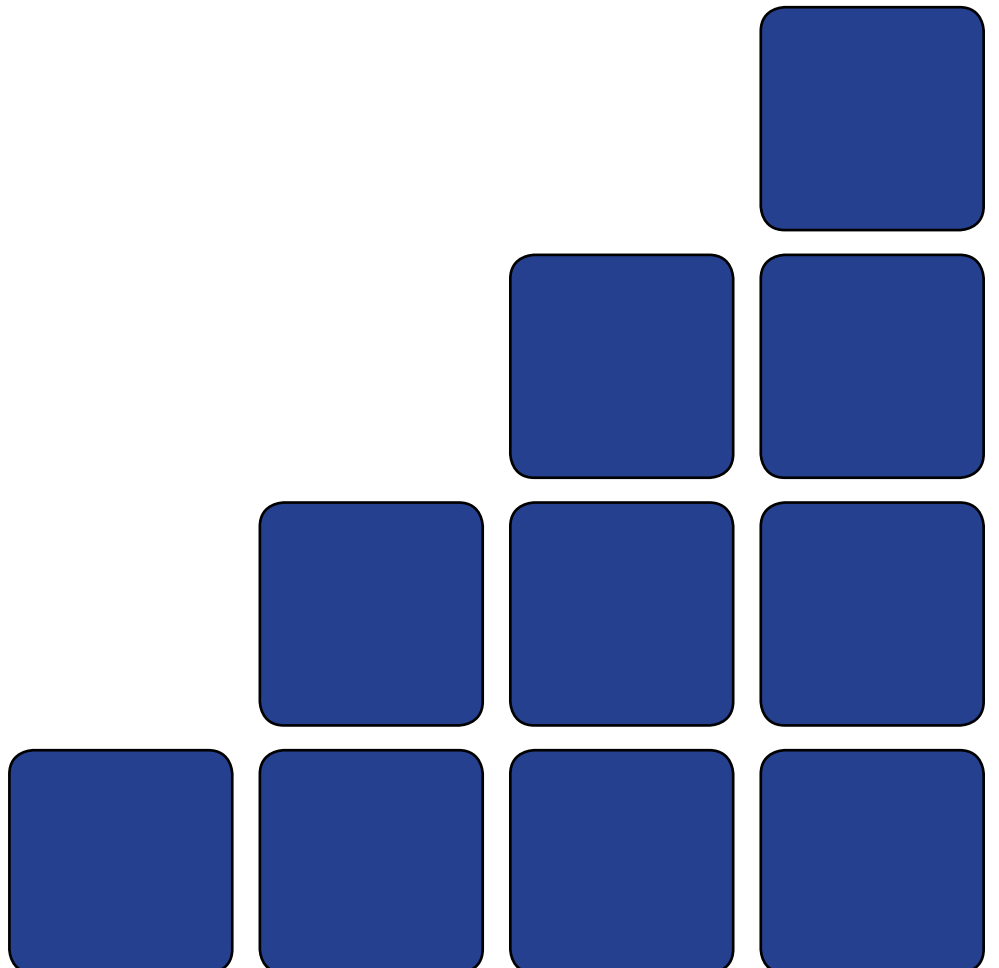
UBU105

M/502/4622

Learner name:

Learner number:

VRQ



UBU105

Presentation software

The aim of this unit is to develop the knowledge, understanding and skills to use a range of intermediate tools on presentation software. You will learn how to select the appropriate editing tools and techniques to insert images, videos and sound to enhance a presentation. You will also learn how to identify any errors or quality issues with a presentation to ensure it meets the needs of the subject.

Level

2

Credit value

4

GLH

30

Observation(s)

0

External paper(s)

0

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Title

Name

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Presentation software

Learning outcomes

On completion of this unit you will:

1. Be able to input and combine text and other information within presentation slides
2. Be able to use presentation software tools to structure, edit and format slide sequences
3. Be able to prepare slideshow for presentation

Evidence requirements

1. *Knowledge outcomes*
There must be evidence that you possess all the knowledge and understanding listed in the Knowledge section of this unit. In most cases this can be done by professional discussion and/or oral questioning. Other methods, such as projects, assignments and/or reflective accounts may also be used.
2. *Tutor/Assessor guidance*
Your tutor **must** refer to the '**Skills CFA Assessment Strategy**' when delivering this unit. This can be found on www.vtct.org.uk under the relevant qualification page.

You will be guided by your tutor/assessor on how to achieve learning outcomes in this unit. All outcomes must be achieved.

For guidance on the assessment material for some individual units please refer to the '**Assessment Guidance**'. This can be found on www.vtct.org.uk under the relevant qualification page.
3. *External paper*
There is no external paper requirement for this unit.

Developing knowledge

Achieving knowledge outcomes

You will be guided by your tutor and assessor on the evidence that needs to be produced. Your knowledge and understanding will be assessed using the assessment methods listed below*:

- Projects
- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies
- Professional discussion

Where applicable your assessor will integrate knowledge outcomes into practical observations through professional discussion and/or oral questioning.

When a criterion has been orally questioned and achieved, your assessor will record this evidence in written form or by other appropriate means. There is no need for you to produce additional evidence as this criterion has already been achieved.

Some knowledge and understanding outcomes may require you to show that you know and understand how to do something. If you have practical evidence from your own work that meets knowledge criteria, then there is no requirement for you to be questioned again on the same topic.

Relationship to National Occupational Standards

This unit is linked to the Level 2 IT User National Occupational Standards devised by e-skills UK (Sector Skills Council for ICT).

**This is not an exhaustive list.*

Knowledge



Learning outcome 1

Be able to input and combine text and other information within presentation slides

You can:	Portfolio reference
a. Identify what types of information are required for the presentation	
b. Enter text and other information using layouts appropriate to the type of information	
c. Insert charts and tables into presentation slides	
d. Insert images, video or sound to enhance the presentation	
e. Identify any constraints which may affect the presentation	
f. Organise and combine information of different forms or from different sources for presentations	
g. Store and retrieve presentation files effectively, in line with local guidelines and conventions where available	

Learning outcome 2

Be able to use presentation software tools to structure, edit and format slide sequences

You can:	Portfolio reference
a. Identify what slide structure and themes to use	
b. Select, change and use appropriate templates for slides	
c. Select and use appropriate techniques to edit slides and presentations to meet needs	
d. Select and use appropriate techniques to format slides and presentations	
e. Identify what presentation effects to use to enhance the presentation	
f. Select and use animation and transition effects appropriately to enhance slide sequences	

Learning outcome 3

Be able to prepare slideshow for presentation

You can:	Portfolio reference
a. Describe how to present slides to meet needs and communicate effectively	
b. Prepare slideshow for presentation	
c. Check presentation meets needs, using IT tools and making corrections as necessary	
d. Identify and respond to any quality problems with the presentation to ensure that the presentation meet the needs	

Notes

Use this area for notes and diagrams