



This module allows candidates to understand the concept of presentations and to demonstrate competence in using presentation software.

On completion of this module the candidate will be able to:

- Work with presentations and save them in different file formats.
- Choose built-in options, such as the Help function, within the application to enhance productivity.
- Understand different presentation views and when to use them; choose different slide layouts and designs.
- Enter, edit, and format text in presentations.
- Recognise good practice in applying unique titles to slides.
- Choose, create, and format charts to communicate information meaningfully.
- Insert and edit pictures, images, and drawn objects.
- Apply animation and transition effects to presentations.
- Check and correct presentation content before finally printing and giving presentations.

#### WHAT ARE THE BENEFITS OF THIS MODULE?

- Covers the key skills needed to use presentation software.
- Can be applied to a range of presentation software from vendor packages to 'freeware'.
- Certifies best practice in effective presentation software use.
- Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world. This process ensures the relevance and range of module content.

#### HOW DO I GET STARTED?

To find out more about this module and to locate your nearest accredited test centre, please visit [www.ecdl.org/programmes](http://www.ecdl.org/programmes).

#### SYLLABUS OUTLINE

CATEGORY	SKILL SET
Using the Application	<ul style="list-style-type: none"> <li>• Working with Presentations</li> <li>• Enhancing Productivity</li> </ul>
Developing a Presentation	<ul style="list-style-type: none"> <li>• Presentation Views</li> <li>• Slides</li> <li>• Master Slide</li> </ul>
Text	<ul style="list-style-type: none"> <li>• Handling Text</li> <li>• Formatting</li> <li>• Lists</li> <li>• Tables</li> </ul>
Charts	<ul style="list-style-type: none"> <li>• Using Charts</li> <li>• Organisation Charts</li> </ul>
Graphical Objects	<ul style="list-style-type: none"> <li>• Insert, Manipulate</li> <li>• Drawing</li> </ul>
Prepare Outputs	<ul style="list-style-type: none"> <li>• Preparation</li> <li>• Check and Deliver</li> </ul>

