ICDL

ICDL MODULE
PRESENTATION

Syllabus Version 6.0

Purpose

This document details the syllabus for the Presentation module. The syllabus describes, through learning outcomes, the knowledge and skills that a candidate for the Presentation module should possess. The syllabus also provides the basis for the theory and practice-based test in this module.

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Presentation Module

This module sets out essential concepts and skills relating to demonstrating competence in using presentation software.

Module Goals

Successful candidates will be able to:

- Work with presentations and save them in different file formats, locally or in the cloud.
- Use available help resources to enhance productivity.
- Understand different presentation views and when to use them, choose different built-in slide layouts, designs and themes.
- Enter, edit and format text and tables in presentations. Recognise good practise in applying unique titles to slides and creating consistent slide content by using the master slide.
- Choose, create and format charts to communicate information meaningfully.
- Insert, edit and align pictures and drawn objects.
- Apply animation and transition effects to presentations, and check and correct presentation content before printing and presenting.

CATEGORY	SKILL SET	REF.	TASK ITEM
1 Using the Application	*1.1 Working with Presentations*	1.1.1	Open, close a presentation application. Open, close presentation(s).
		1.1.2	Create a new presentation based on default template, other available template locally or online.
		1.1.3	Save a presentation to a location on a local, online drive. Save a presentation under another name to a location on a local, online drive.
		1.1.4	Save a presentation as another file type like: pdf, show, image file format.
		1.1.5	Switch between open presentations.
	1.2 Enhancing Productivity	1.2.1	Set basic options/preferences in the application: user name, default folder to open, save files.
		1.2.2	Use available help resources.
		1.2.3	Use magnification/zoom tools.
		1.2.4	Display, hide built-in toolbars. Restore, minimise the ribbon.
2 Developing a Presentation	*2.1 Presentation Views*	2.1.1	Understand the uses of different presentation view modes: normal, slide sorter, master, notes page, outline, slide show.
		2.1.2	Switch between presentation view modes: normal, slide sorter, master, notes page, outline.

CATEGORY	SKILL SET	REF.	TASK ITEM
		2.1.3	Recognise good practice in adding slide titles: use a different title for each slide to distinguish between slides in outline view, when navigating in slide show view.
	2.2 Slides	2.2.1	Apply a different built-in slide layout to a slide.
		2.2.2	Apply a built-in design template, theme to a presentation.
		2.2.3	Apply background colour on specific slide(s), all slides in a presentation.
		2.2.4	Add a new slide with a specific slide layout like: title slide, title and content, title only, blank.
		2.2.5	Copy, move slides within the presentation, between open presentations.
		2.2.6	Delete slide(s).
	2.3 Master Slide	2.3.1	Recognise good practice in maintaining a consistent design and format throughout a presentation by using the master slide.
		2.3.2	Insert a graphical object (picture, drawn object) into a master slide. Remove a graphical object from a master slide.
		2.3.3	Apply text formatting in a master slide: font sizes, font types, font colour.
3 Text	*3.1 Handling Text*	3.1.1	Recognise good practice in creating slide content: use short concise phrases, bullet points, numbered lists.
		3.1.2	Enter text in a placeholder in normal view. Enter text in outline view.
		3.1.3	Edit text in a presentation.
		3.1.4	Copy, move text within a presentation, between open presentations.
		3.1.5	Delete text.
		3.1.6	Use the undo, redo command.
		3.1.7	Apply, modify, remove indents on text, bulleted lists, numbered lists.
	3.2 Formatting	3.2.1	Apply text formatting: font size, font type.
		3.2.2	Apply text formatting: bold, italic, underline, shadow.
		3.2.3	Apply font colour to text.
		3.2.4	Apply case changes to text.

CATEGORY	SKILL SET	REF.	TASK ITEM
		3.2.5	Align text: left, centre, right in a text frame.
		3.2.6	Apply spacing above, below text, bulleted lists, numbered lists. Apply line spacing within text, bulleted lists, numbered lists: single, 1.5 lines, double.
		3.2.7	Switch between the different standard bullet, number styles in a list.
		3.2.8	Insert, edit, remove a hyperlink.
	3.3 Tables	3.3.1	Create, delete a table.
		3.3.2	Enter, edit text in a table.
		3.3.3	Select cells, rows, columns, entire table.
		3.3.4	Insert, delete rows and columns.
		3.3.5	Modify column width, row height.
4 Charts	*4.1 Using Charts*	4.1.1	Input data to create built-in charts in a presentation: column, bar, line, pie.
		4.1.2	Select a chart.
		4.1.3	Change the chart type.
		4.1.4	Add, remove, edit a chart title.
		4.1.5	Add data labels to a chart: values/numbers, percentages.
		4.1.6	Change the background colour of a chart.
		4.1.7	Change the column, bar, line, pie slice colours in a chart.
	4.2 Organisation Charts	4.2.1	Create an organisation chart with a labelled hierarchy using a built-in organisation chart feature.
		4.2.2	Change the hierarchical structure of an organisation chart.
		4.2.3	Add, remove co-workers, subordinates in an organisation chart.
5 Graphical Objects	*5.1 Insert, Manipulate*	5.1.1	Insert a graphical object (picture, drawn object) into a slide.
		5.1.2	Select graphical object(s).
		5.1.3	Copy, move graphical objects, charts within the presentation, between open presentations.

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		5.1.4	Resize a graphical object maintaining, not maintaining aspect ratio. Resize a chart.
		5.1.5	Delete a graphical object, chart.
		5.1.6	Rotate, flip a graphical object.
		5.1.7	Align graphical object(s) relative to a slide: left, centre, right, top, bottom.
		5.1.8	Align graphical objects relative to each other: left, centre, right, top, bottom, middle.
	5.2 Drawing	5.2.1	Add different types of drawn object to a slide: line, arrow, block arrow, rectangle, square, oval, circle, text box.
		5.2.2	Enter text into a text box, block arrow, rectangle, square, oval, circle.
		5.2.3	Change drawn object background colour, line colour, line width, line style.
		5.2.4	Change arrow start style, arrow finish style.
		5.2.5	Apply a shadow to a drawn object.
		5.2.6	Group, ungroup drawn objects in a slide.
		5.2.7	Bring a drawn object one level forward, one level backward, to the front, to the back of other drawn objects.
6 Prepare Outputs	*6.1 Preparation*	6.1.1	Add, remove built-in transition effects between slides.
		6.1.2	Add, remove preset animation effects for different slide elements.
		6.1.3	Add presenter notes to slide(s).
		6.1.4	Hide, show slide(s).
		6.1.5	Enter text into footer of specific slide(s), all slides in a presentation.
		6.1.6	Apply automatic slide numbering, automatically updated date, fixed date to the footer of specific slide(s), all slides in a presentation.
	6.2 Check and Deliver	6.2.1	Spell check a presentation and make changes like: correcting spelling errors, ignoring specific words, deleting repeated words.
		6.2.2	Change slide orientation to portrait, landscape. Select appropriate output format for slide presentation like: paper, on-screen show.

CATEGORY	SKILL SET	REF.	TASK ITEM
		6.2.3	Print a presentation using output options like: entire presentation, specific slide(s), handouts, notes pages, outline view of slides, number of copies of a presentation.
		6.2.4	Start a slide show from first slide, from current slide. End a slide show.
		6.2.5	Navigate to next slide, previous slide, specified slide during a slide show.