



ICDL MODULE **PRESENTATION**

Syllabus Version 6.0 – Item Comparison to Syllabus Version 5.0

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	Status to S5.0	Original S5.0 Ref.	Comment
1 Using the Application	<i>1.1 Working with Presentations</i>	1.1.1	Open, close a presentation application. Open, close presentation(s).	Minor rewording	1.1.1	Changed to (s)
		1.1.2	Create a new presentation based on default template, other available template locally or online.	Content added	1.1.2	Included reference to “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.	Content added	1.1.3	Included reference to “local, online drive”.
		1.1.4	Save a presentation as another file type like: pdf, show, image file format.	Content added, content removed	1.1.4	Included “pdf”, removed “Rich Text Format”, “template”, “version number”.
		1.1.5	Switch between open presentations.	No change	1.1.5	
	<i>1.2 Enhancing Productivity</i>	1.2.1	Set basic options/preferences in the application: user name, default folder to open, save files.	Minor rewording	1.2.1	Changed from “user preferences”, and “and save files”.
		1.2.2	Use available help resources.	Minor rewording	1.2.2	Change to “help resources” to account for broader help solutions.
		1.2.3	Use magnification/zoom tools.	No change	1.2.3	
		1.2.4	Display, hide built-in toolbars. Restore, minimise the ribbon.	Minor rewording	1.2.4	Changed “minimise” to UK English.
2 Developing a Presentation	<i>2.1 Presentation Views</i>	2.1.1	Understand the uses of different presentation view modes: normal, slide sorter, master, notes page, outline, slide show.	Content added, content removed	2.1.1	Added “master”, “notes page”

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		2.1.2	Switch between presentation view modes: normal, slide sorter, master, notes page, outline.	Content added, content removed	2.1.3	Changed to "Switch", Added "master", "notes page", "outline".
		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.	Minor rewording	2.1.2	Changed to "Recognise" and some rephrasing.
	2.2 Slides	2.2.1	Apply a different built-in slide layout to a slide.	Minor rewording	2.2.1	Changed to "Apply"
		2.2.2	Apply a built-in design template, theme to a presentation.	Minor rewording	2.2.2	Changed to "Apply a built-in design template, theme..."
		2.2.3	Apply background colour on specific slide(s), all slides in a presentation.	Minor rewording	2.2.3	Changed to "Apply" and added "in a presentation".
		2.2.4	Add a new slide with a specific slide layout like: title slide, title and content, title only, blank.	Content added, content removed	2.2.4	Changed like list.
		2.2.5	Copy, move slides within the presentation, between open presentations.	No change	2.2.5	
		2.2.6	Delete slide(s).	No change	2.2.6	
	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.	NEW		
		2.3.2	Insert a graphical object (picture, drawn object) into a master slide. Remove a graphical object from a master slide.	Minor rewording	2.3.1	Removed "image" (merging picture, image).
		2.3.3	Apply text formatting in a master slide: font sizes, font types, font colour.	NEW		

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3 Text	3.1 Handling Text	3.1.1	Recognise good practice in creating slide content: use short concise phrases, bullet points, numbered lists.	Minor rewording	3.1.1	Changed to "Recognise"
		3.1.2	Enter text in a placeholder in normal view. Enter text in outline view.	Minor rewording	3.1.2	Improved accuracy of wording
		3.1.3	Edit text in a presentation.	No change	3.1.3	
		3.1.4	Copy, move text within a presentation, between open presentations.	Minor rewording	3.1.4	Changed to "within a presentation, between open presentations"
		3.1.5	Delete text.	No change	3.1.5	
		3.1.6	Use the undo, redo command.	No change	3.1.6	
		3.1.7	Apply, modify, remove indents on text, bulleted lists, numbered lists.	Content added	3.3.1	Improved accuracy of wording.
	3.2 Formatting	3.2.1	Apply text formatting: font size, font type.	Minor rewording	3.2.1	Changed to "Apply"
		3.2.2	Apply text formatting: bold, italic, underline, shadow.	No change	3.2.2	
		3.2.3	Apply font colour to text.	Minor rewording	3.2.3	Changed to "font colour"
		3.2.4	Apply case changes to text.	No change	3.2.4	
		3.2.5	Align text: left, centre, right in a text frame.	No change	3.2.5	
		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.	Content added	3.3.2	Added "Apply line spacing within text..."
		3.2.7	Switch between the different standard bullet, number styles in a list.	No change	3.3.3	

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4 Charts	3.3 Tables	3.2.8	Insert, edit, remove a hyperlink.	NEW			
		3.3.1	Create, delete a table.	NEW			
		3.3.2	Enter, edit text in a table.	Minor rewording	3.4.1	Removed "slide"	
		3.3.3	Select cells, rows, columns, entire table.	Content added	3.4.2	Added "cells"	
		3.3.4	Insert, delete rows and columns.	No change	3.4.3		
	4.1 Using Charts	3.3.5	Modify column width, row height.	No change	3.4.4		
		4.1.1	Input data to create built-in charts in a presentation: column, bar, line, pie.	No change	4.1.1		
		4.1.2	Select a chart.	No change	4.1.2		
		4.1.3	Change the chart type.	No change	4.1.3		
		4.1.4	Add, remove, edit a chart title.	No change	4.1.4		
		4.1.5	Add data labels to a chart: values/numbers, percentages.	No change	4.1.5		
		4.1.6	Change the background colour of a chart.	No change	4.1.6		
		4.1.7	Change the column, bar, line, pie slice colours in a chart.	No change	4.1.7		
		4.2 Organisation Charts	4.2.1	Create an organisation chart with a labelled hierarchy using a built-in organisation chart feature.	Minor rewording	4.2.1	Changed from "organization" and refined wording.
			4.2.2	Change the hierarchical structure of an organisation chart.	Minor rewording	4.2.2	Changed from "organization".
4.2.3	Add, remove co-workers, subordinates in an organisation chart.		Minor rewording	4.2.3	Changed from "organization".		

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5 Graphical Objects	5.1 <i>Insert, Manipulate</i>	5.1.1	Insert a graphical object (picture, drawn object) into a slide.	Minor rewording	5.1.1	Removed "image" (merging picture, image).
		5.1.2	Select graphical object(s).	Minor rewording	5.1.2	Changed to "object(s)"
		5.1.3	Copy, move graphical objects, charts within the presentation, between open presentations.	No change	5.1.3	
		5.1.4	Resize a graphical object maintaining, not maintaining aspect ratio. Resize a chart.	Content added	5.1.4	Added "maintaining, not maintaining aspect ratio"
		5.1.5	Delete a graphical object, chart.	Split and minor rewording	5.1.4	Split from 5.1.4 and inserted "a"
		5.1.6	Rotate, flip a graphical object.		5.1.5	
		5.1.7	Align graphical object(s) relative to a slide: left, centre, right, top, bottom.	Minor rewording	5.1.6	Changed to "object(s)"
		5.1.8	Align graphical objects relative to each other: left, centre, right, top, bottom, middle.	NEW		
	5.2 <i>Drawing</i>	5.2.1	Add different types of drawn object to a slide: line, arrow, block arrow, rectangle, square, oval, circle, text box.	No change	5.2.1	
		5.2.2	Enter text into a text box, block arrow, rectangle, square, oval, circle.	No change	5.2.2	
		5.2.3	Change drawn object background colour, line colour, line width, line style.	Minor rewording	5.2.3	Changed to "line width"
		5.2.4	Change arrow start style, arrow finish style.	No change	5.2.4	
		5.2.5	Apply a shadow to a drawn object.	No change	5.2.5	
		5.2.6	Group, ungroup drawn objects in a slide.	No change	5.2.6	

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		5.2.7	Bring a drawn object one level forward, one level backward, to the front, to the back of other drawn objects.	No change	5.2.7	
6 Prepare Outputs	<i>6.1 Preparation</i>	6.1.1	Add, remove built-in transition effects between slides.	Minor rewording	6.1.1	Added "built-in"
		6.1.2	Add, remove preset animation effects for different slide elements.	No change	6.1.2	
		6.1.3	Add presenter notes to slide(s).	Minor rewording	6.1.3	Changed to "slide(s)"
		6.1.4	Hide, show slide(s).	Minor rewording	6.1.5	Changed to "slide(s)"
		6.1.5	Enter text into footer of specific slide(s), all slides in a presentation.	Minor rewording	2.3.2	Changed to "slide(s)"
		6.1.6	Apply automatic slide numbering, automatically updated date, fixed date to the footer of specific slide(s), all slides in a presentation.	Minor rewording	2.3.3	Changed to "non-updating date"
	<i>6.2 Check and Deliver</i>	6.2.1	Spell check a presentation and make changes like: correcting spelling errors, ignoring specific words, deleting repeated words.	Content added	6.2.1	Added "ignoring specific words"
		6.2.2	Change slide orientation to portrait, landscape. Select appropriate output format for slide presentation like: paper, on-screen show.	Minor rewording, content removed	6.2.2 / 6.1.4	Merged items and reworded. Removed "slide setup"
		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.	Minor rewording	6.2.3	Added "a presentation using output options like:"
		6.2.4	Start a slide show from first slide, from current slide. End a slide show.	Content added	6.2.4	Added "End a slide show"

CATEGORY	SKILL SET	REF.	TASK ITEM	Status to S5.0	Original S5.0 Ref.	Comment
		6.2.5	Navigate to next slide, previous slide, specified slide during a slide show.	No change	6.2.5	