

Unit Title: Presentation Software	
Level:	Entry Three
Credit Value:	2
GLH:	20
OCNLR Unit Code:	CQ5/E3/LQ/004
Ofqual Unit Reference Number:	A/505/3217

This unit has 4 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Be able to input and combine text and other information within presentation slides.	1.1. Identify what types of information to use in the presentation. 1.2. Enter information into presentation slides so that it is ready for editing and formatting. 1.3. Combine information for appropriately. 1.4. Store and retrieve presentation files appropriately.
2. Know the importance of checking information for copyright.	2.1. State why it is important to check if information is copyrighted before using it.
3. Be able to use presentation software tools to structure, edit and format slides.	3.1. Select a template and theme for slides. 3.2. Use appropriate techniques to edit slides. 3.3. Apply format techniques to slide.
4. Be able to prepare slides for presentation.	4.1. Identify how the slides should be presented. 4.2. Prepare and present slides for presentation. 4.3. Check presentation using IT tools making corrections as appropriate.

Assessment

The grid below gives details of the assessment activities to be used with the unit attached. Please refer to the OCN London Assessment Definitions document for definitions of each activity and the expectations for assessment practice and evidence for verification.

P = Prescribed This assessment method *must* be used to assess all or part of the unit.

O = Optional This assessment method *could* be used to assess all or part of the unit.

Case Study		Project	O
Written question & answer/test/exam		Role play/simulation	
Essay		Practical demonstration	P
Report		Group discussion	
Oral question and answer	O	Performance/exhibition	
Written description		Production of artefact	