



## ICDL - Module 6 - Presentation

Programme Title:	International Computer Driver's Licence (ICDL)
Module Title:	Module 6 - Presentation
Content Provider:	Software Educational Resources Limited (SERL)

### Overview

Presentation, requires the student to demonstrate competence in using presentation tools on a computer. The student shall be able to accomplish tasks such as creating, formatting, modifying and preparing presentations using different slide layouts for display and printed distribution. He or she shall also be able to duplicate and move text, pictures, images and charts within the presentation and between presentations. The student shall demonstrate the ability to accomplish common operations with images, charts and drawn objects and to use various slide show effects.

### Content Outline

<b>Introduction</b> <ul style="list-style-type: none"><li>• Overview</li><li>• Theory</li><li>• Starting and Exiting PowerPoint</li><li>• PowerPoint Screen</li><li>• Toolbars</li><li>• The Task Pane</li></ul>	<b>Templates</b> <ul style="list-style-type: none"><li>• Using Templates</li><li>• AutoContent Wizard</li><li>• Colour Schemes</li><li>• Design Templates</li></ul>
<b>Basic Conventions</b> <ul style="list-style-type: none"><li>• Open a Presentation</li><li>• View a Presentation</li><li>• Layouts and Guides</li><li>• Zoom</li><li>• Print</li></ul>	<b>Charts</b> <ul style="list-style-type: none"><li>• Creating a Chart</li><li>• Chart Types</li><li>• Formatting and Deleting Charts</li></ul>
<b>Creating a Presentation</b> <ul style="list-style-type: none"><li>• New Presentation</li><li>• Entering Data</li><li>• Inserting Slides</li><li>• Saving a Presentation</li><li>• Adding Content</li></ul>	<b>Presentation Media</b> <ul style="list-style-type: none"><li>• Presentation Types</li><li>• Page Setup</li><li>• Handouts</li><li>• Notes Pages</li></ul>
<b>Using Text Boxes</b> <ul style="list-style-type: none"><li>• Working with Text</li><li>• Formatting Text</li><li>• Bullets</li><li>• Alignment</li><li>• Spacing</li></ul>	<b>Drawing Objects</b> <ul style="list-style-type: none"><li>• The Drawing Toolbar</li><li>• Resizing and Moving</li><li>• AutoShapes and Shadows</li><li>• Grouping, Aligning and Layering</li><li>• Rotating and Flipping</li></ul>
<b>Spell Check and More</b> <ul style="list-style-type: none"><li>• Spell Check</li><li>• Slide Sorter</li><li>• Footers</li><li>• Help</li><li>• PowerPoint Defaults</li></ul>	<b>Pictures and Diagrams</b> <ul style="list-style-type: none"><li>• Clip Art</li><li>• Organisation Charts</li><li>• Changing Organisation Charts</li><li>• Formatting Organisation Charts</li></ul>
<b>Presentation Methods</b> <ul style="list-style-type: none"><li>• Slide Transitions</li><li>• Custom Animation</li><li>• Presentation Tools</li><li>• Hidden Slides</li><li>• Presentation Delivery</li></ul>	<b>Moving and Copying</b> <ul style="list-style-type: none"><li>• Within a Presentation</li><li>• Between Presentations</li><li>• Managing Slides</li></ul>
<b>Tables</b> <ul style="list-style-type: none"><li>• Inserting Tables</li><li>• Formatting Tables</li></ul>	<b>Importing and Exporting</b> <ul style="list-style-type: none"><li>• Importing Slides</li><li>• Importing Objects</li><li>• Importing Text</li><li>• Saving in Other Formats</li><li>• Saving for a Web Site</li></ul>
	<b>Master Slides</b> <ul style="list-style-type: none"><li>• Slide Master View</li><li>• Editing a Master Slide</li></ul>

### Certification/Qualifications

This ICDL module prepares students to sit the 'Presentation' external assessment. See <http://www.icdl.gen.nz/> for more information.

### Suggested Learning Hours

Estimated time for completion of the 'Presentation' module is twenty (20) hours.