ECDL / ICDL Presentation
Level 1

Syllabus Version 1.0 (UK)

Purpose

This document details the syllabus for *ECDL / ICDL Presentation at Level 1*. The syllabus describes, through learning outcomes, the knowledge and skills that a candidate for *ECDL / ICDL Presentation at Level 1* should possess. The syllabus also provides the basis for the theory and practice-based test in this module.

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Mapping to the IT User Qualifications (ITQ)

This syllabus, for use in the United Kingdom, maps to the ITQ unit "Presentation Software" at Level 1.

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ECDL / ICDL Presentation Level 1

The following is the Syllabus for ECDL / ICDL Presentation Level 1, which is the basis for the practice-based test in this module.

Module Goals

Successful candidates will be able to:

- Identify how to input different types of information into presentations effectively.
- Create, retrieve and store presentations.
- Enter information, edit and format content and slide layout.
- Check content and layout, running shows before printing presentations.

CATEGORY	SKILL SET	REF.	TASK ITEM
PR1.1 Introduction to Presentation Software	*PR1.1.1 Understanding Presentation Software*	PR1.1.1.1	Identify the types of information that are used in a presentation: text, numbers, images.
		PR1.1.1.2	Identify the constraints that may affect a presentation: legislation and guidelines, acknowledging sources.
		PR1.1.1.3	Know the benefits of using presentation software.
		PR1.1.1.4	Know how to present slides to meet needs and communicate effectively.
	PR1.1.2 Input Methods	PR1.1.2.1	Be aware of available input methods: keyboard, voice recognition, touch screen, stylus.
		PR1.1.2.2	Use an input method to enter information accurately and efficiently into a presentation.
PR1.2 Storage and Retrieval	*PR1.2.1 Create a Presentation*	PR1.2.1.1	Open and close a presentation application.
		PR1.2.1.2	Create a new presentation based on a default template.
		PR1.2.1.3	Insert a new slide in a presentation.

CATEGORY	SKILL SET	REF.	TASK ITEM
		PR1.2.1.4	Choose a slide layout to meet needs.
		PR1.2.1.5	Change the slide layout.
		PR1.2.1.6	Apply a design template or theme.
		PR1.2.1.7	Change background colour.
	PR1.2.2 Retrieve a Presentation	PR1.2.2.1	Find and open a previously saved presentation file.
	PR1.2.3 Store a Presentation	PR1.2.3.1	Be aware of any local guidelines and conventions that should be observed when naming and storing presentation files.
		PR1.2.3.2	Save a presentation file to a location on a drive.
		PR1.2.3.3	Save a presentation with a new filename or to a different location on a drive.
		PR1.2.3.4	Close a presentation file.
PR1.3 Use Presentation Software Tools to Edit Slides	*PR1.3.1 Enter and Edit Information*	PR1.3.1.1	Enter information into a presentation: text, numbers.
		PR1.3.1.2	Enter information into existing tables on a presentation slide.
		PR1.3.1.3	Delete information from a presentation: text, numbers.
		PR1.3.1.4	Move text, numbers in a presentation.
		PR1.3.1.5	Copy text, numbers in a presentation.
		PR1.3.1.6	Use the find command for a specific word in a presentation.
		PR1.3.1.7	Use the replace command for a specific word in a presentation.
	PR1.3.2 Combine and Edit Information	PR1.3.2.1	Select an image, graphical element within a presentation.

CATEGORY	SKILL SET	REF.	TASK ITEM
		PR1.3.2.2	Resize, crop an image, graphical element in a presentation.
		PR1.3.2.3	Position an image, graphical element in a presentation.
		PR1.3.2.4	Move an image, graphical element in a presentation.
		PR1.3.2.5	Copy an image, graphical element in a presentation.
		PR1.3.2.6	Choose wrapping options for images, graphical elements in a presentation.
		PR1.3.2.7	Change the order of images, graphical elements in a presentation.
		PR1.3.2.8	Delete an image or graphical element in a presentation.
		PR1.3.2.9	Undo, redo the last action in a presentation.
		PR1.3.2.10	Insert charts and tables in a presentation using default settings.
	PR1.3.3 Format Slides	PR1.3.3.1	Identify the formatting to use to enhance a presentation.
		PR1.3.3.2	Add bullets or numbering from a single level list in a presentation.
		PR1.3.3.3	Format text using bold, underline, italic.
		PR1.3.3.4	Change font size and font type.
		PR1.3.3.5	Align text: left, right, centre and justified.
PR1.4 Check and Print	*PR1.4.1 Check Presentations*	PR1.4.1.1	Use built-in spell and grammar check and correct errors.
		PR1.4.1.2	Understand the importance of proofreading and previewing presentations to ensure information meets needs and data is displayed consistently.

CATEGORY	SKILL SET	REF.	TASK ITEM
		PR1.4.1.3	Run a slide show.
		PR1.4.1.4	Use help function to resolve errors.
	PR1.4.2 Print Presentations	PR1.4.2.1	Print slides.
		PR1.4.2.2	Print handouts.
		PR1.4.2.3	Print notes pages.