ECDL Advanced Presentation

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Goals

The following is the Syllabus for *Advanced Presentation*, which provides the basis for the module's theory and practice-based test. The Syllabus for Advanced Presentation is over and above the skills and knowledge contained within the corresponding ECDL Basic Presentation. Advanced Presentation anticipates that the candidate has already acquired the skills and knowledge outlined in ECDL Basic Presentation.

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ECDL ADVANCED PRESENTATION

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Module goals

Advanced Presentation –module requires the candidate to understand presentation planning and design considerations and use the presentation application to produce advanced presentation outputs.

The candidate shall be able to:

- The candidate shall be able to:
- Understand target audience and venue considerations in presentation planning.
- Create and modify templates and format slide backgrounds.
- Enhance a presentation using built-in drawing and image tools.
- Apply advanced chart formatting features and create and edit diagrams.
- Insert movies and sound and apply built-in animation features.
- Use linking, embedding, importing and exporting features to integrate data.
- Work with custom slide shows, apply slide show settings, and control a slide show.

CATEGORY	SKILL SET	REF.	TASK ITEM
1. Presentation Planning	*1.1 Audience and Environment*	1.1.1	Understand how audience demography (age, educational level, occupation, cultural background) and knowledge of subject impacts on planning of a presentation.
		1.1.2	Understand venue considerations like: lighting, available presentation equipment, room size and layout.
	1.2 Design, Content and Layout	1.2.1	Understand timing considerations like: tailor content to time available, allow appropriate time interval for each slide.
		1.2.2	Understand that presentation dialogue is supported by graphical objects and text. Understand the importance of limiting the level of detail of graphical objects and text.
		1.2.3	Understand the importance of using a consistent design scheme and adequate colour contrast.
		1.2.4	Be aware of accessibility design considerations like: font size, alternative text, colours, limiting animations and transitions.
2. Slide Masters and Templates	*2.1 Slide Masters*	2.1.1	Insert a new slide master, new title master.

		2.1.2	Edit slide master layouts like: font, bulleted list format, background colour and fill effects, placeholder position, placeholder deletion.
		2.1.3	Apply a custom slide master to specified slides.
	2.2 Templates	2.2.1	Create a new template, theme.
		2.2.2	Modify a template, theme.
3. Graphical Objects	*3.1 Formatting Drawn Objects*	3.1.1	Apply background fill effects to a drawn object.
		3.1.2	Apply a transparency effect to a drawn object.
		3.1.3	Apply a 3-D effect and settings to a drawn object.
		3.1.4	Pick up a style from a drawn object and apply it to another drawn object.
		3.1.5	Change the default formatting for new drawn objects.
	3.2 Formatting Pictures, Images	3.2.1	Adjust picture, image brightness and contrast.
		3.2.2	Display a picture, image in grey-scale, black and white, washout format.
		3.2.3	Change colours in a picture. Restore original colours in a picture.
	3.3 Handling Graphical Objects	3.3.1	Display, hide ruler, grid and guides. Move guides. Turn on, off snap objects to grid.
		3.3.2	Position a graphical object (picture, image, drawn object) on a slide using specified horizontal and vertical co-ordinates.
		3.3.3	Distribute selected graphical objects horizontally, vertically relative to a slide.
		3.3.4	Crop a graphical object.
		3.3.5	Proportionately, disproportionately rescale a graphical object.
		3.3.6	Convert a picture to a drawn object and edit the drawn object.

		3.3.7	Save a graphical object as a file format like: bmp, gif, jpeg, png.
		3.3.8	Omit, display background graphics on a slide, slides.
4. Charts and Diagrams	*4.1 Using Charts*	4.1.1	Format chart title, legend, data labels, axes labels.
		4.1.2	Change the chart type for a defined data series.
		4.1.3	Change the gap, overlap between columns, bars in a chart.
		4.1.4	Format columns, bars, plot area, chart area to display an image.
		4.1.5	Change scale of value axis: minimum, maximum number to display, major interval between plotted numbers in a chart.
	4.2 Using Diagrams	4.2.1	Create using built- in options or other available drawing tools a diagram like: flowchart, cycle, pyramid.
		4.2.2	Add, move, delete shapes in a diagram.
		4.2.3	Add, change, delete connectors in a flowchart.
5. Multimedia	*5.1 Movies, Sound*	5.1.1	Insert movies to play automatically, on mouse click.
		5.1.2	Insert sounds to play automatically, on mouse click.
	5.2 Animation	5.2.1	Change custom animation effects and settings. Change sequence of custom animations in a slide.
		5.2.2	Apply automatic settings so that bulleted points will dim to a specified colour after animation.
		5.2.3	Animate chart elements by series, by category, by elements in series. Animate, do not animate chart grid and legend.
6. Enhancing Productivity	*6.1 Linking, Embedding*	6.1.1	Insert, edit, remove a hyperlink.
		6.1.2	Insert an action button. Modify settings to navigate to a specified slide, custom show, file, URL.

		6.1.3	Link data into a slide and display as an object, icon.
		6.1.4	Update, break a link.
		6.1.5	Insert an image from a file with a link to the file.
		6.1.6	Embed data into a slide and display as an object.
		6.1.7	Edit, delete embedded data.
	6.2 Importing, Exporting	6.2.1	Merge slide(s), a complete presentation, a word-processed outline into an existing presentation.
		6.2.2	Save a specified slide as a file format: gif, jpeg, bmp.
7. Managing Presentations	*7.1 Custom Shows*	7.1.1	Create, show a named custom slide show.
		7.1.2	Copy, edit, delete a custom slide show.
	7.2 Slide Show Settings	7.2.1	Apply timings to, remove timings from slide transitions.
		7.2.2	Apply settings to a slide show so that it loops continuously when played, does not loop continuously when played.
		7.2.3	Apply settings so that slides advance manually, advance using timings if present. Apply settings so that slide show is presented with animation, without animation.
	7.3 Slide Show Control	7.3.1	Add, erase pen annotations during a slide show.
		7.3.2	Display black, white screen during a slide show. Pause, restart, end a slide show.