

# Visual Presentations (8974)

Syllabus

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# City & Guilds

City & Guilds is a household name – in fact, according to consumer surveys, one in five UK households has one of our qualifications.

We were established 125 years ago to encourage education and training in, and for, the workplace. Today City & Guilds is **the** leading vocational awarding body in the UK, awarding almost 50% of all National Vocational Qualifications. As the only major awarding body solely dedicated to vocational learning, we offer companies worldwide a recognised skills benchmark.

There are more than 8,500 approved City & Guilds centres worldwide offering more than 500 qualifications in almost all sectors – from agriculture to hairdressing and from IT to vehicle maintenance – and awarding over a million certificates every year. We also offer a range of qualifications in essential skills such as numeracy, communication and literacy.

You can choose the level that's right for you and progress as far as you want at a pace that suits you. So whether you are just starting your career, moving up the job ladder or want to get the most from leisure time pursuits, City & Guilds has the ideal qualification to suit your needs.

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# Visual Presentations

## Introduction

This is a free-standing single subject award available at intermediate level only. It was first introduced in 2001 and forms part of our range of single subject qualifications.

## Aims and objectives

To demonstrate practical skills and ability in the use of appropriate software to produce accurate and attractive visual presentations employing an appropriate range of software functions.

## Target groups

Includes office administrative assistants, home-based computer users, teachers, trainers, sales personnel and other professionals who need to produce non-interactive visual presentations.

## Recommended prior experience

There are no formal entry requirements but we do recommend the following:

- previous experience with a range of common computer applications, especially word processing and spreadsheet processing at intermediate level (see separate syllabuses for further details)
- all our information technology qualifications are 'vendor-neutral', which means candidates can use any appropriate software package to prepare for and take the final examination
- for non-native speakers of English: intermediate level English
- this exam may also be suitable for learners under 16.

## List of skills/knowledge tested

Candidates will be tested on their ability to:

- access required software
- retrieve existing presentations
- know the special requirements and design features to include in professional presentations
- create and link slides
- recognise and work within the context of a house style
- run a visual presentation on screen
- demonstrate awareness of copyright restrictions

- edit and save presentations
- back up and store their work
- identify and deal appropriately with viruses.

## Underpinning knowledge and skills

Candidates must be able to demonstrate and have the following knowledge and skills to operate competently at this level.

### Prepare system for use

Be able to switch on/log on to the system and access required software.

### Retrieve presentations

Be able to retrieve an existing presentation.

### Design features of visual presentations

Be able to identify the different purposes for which visual presentations are used.

Know the special requirements which must be taken into account when preparing visual presentations:

- visibility
- use of space, colour and special effects to hold attention
- need to clearly convey information visually
- rehearsal and modification of transition timings for continuous presentations.

### House style

Know that organisations use a house style for all presentations to reinforce their corporate image. Recognise the constituents of a house style.

### Run a visual presentation

Be able to run through visual presentation on screen.

### Copyright

Know why certain images may be subject to copyright and the restrictions this places on their use.

### Save

Be able to save a presentation.

### Security

Be able to:

- save work frequently
- make backup copies of work
- store backup copies in another location.

## Viruses

Identify types and categories of viruses, eg exe, file, email, macro. Be able to use a virus checker including configuration. Know the importance of updating virus checkers on a regular basis. Know the action to be taken on detection of a virus.

## Objectives

Candidates must be able to demonstrate the following occupational competences in order to complete the practical examination successfully:

Full guidance on the underpinning knowledge and skills required for this examination can be found in the Visual Presentations Examination Support Guide.

### 1 Use presentation software

- 1.1 Use presentation software to produce a non-interactive presentation of six slides to a given brief.

### 2 Create a presentation style

- 2.1 Create a new presentation.
- 2.2 Edit an existing layout style to conform to a given house style, including orientation, background, colours, footers, bullet type, font size, text style, text attributes.
- 2.3 Edit an existing layout for a title slide.
- 2.4 Edit an existing layout for body slides.
- 2.5 Create and position text frames.

### 3 Create Slides

- 3.1 Enter text.
- 3.2 Space text vertically within a frame.
- 3.3 Align text (left, centre, right).
- 3.4 Import (or copy/paste) and position text files.
- 3.5 Import and position graphic images, resizing if necessary.
- 3.6 Import and position graphs or charts, resizing if necessary.
- 3.7 Create a chart, adding titles and axis labels and a legend as appropriate.
- 3.8 Animate blocks of text to build up points on a slide.
- 3.9 Create presenter notes to accompany slides.

### 4 Link slides

- 4.1 Use a transition effect to link two slides.
- 4.2 Set a given time delays between slides.

### 5 Change views

- 5.1 Change between colour and black and white views.
- 5.2 Use slide, slide sorter and notes views.

### 6 Output a presentation

- 6.1 Print a slide.
- 6.2 Print a slide presentation as audience handouts (multiple slides to a page).
- 6.3 Print presenter notes.
- 6.4 Use print screen to produce a printed copy of the screen content (screen dump) to show all slides including transition timings and details of transition and animation effects.

### 7 Edit a presentation

- 7.1 Proof-read a presentation for errors (key-in, spelling, layout, grammar) without reference to a correct copy.
- 7.2 Edit text.
- 7.3 Change font size, style and colour.
- 7.4 Reposition frames.
- 7.5 Insert a slide from an existing presentation.
- 7.6 Change the order of slides in a presentation.
- 7.7 Delete a slide.
- 7.8 Change transition times.
- 7.9 Change transition effects.

## The examination

The examination lasts for two hours and consists of two tasks which will include creating a presentation with accompanying notes and retrieving an existing presentation for editing. Text to be entered and text in the retrieved presentation will **not** exceed 200 words in total.

Both tasks will relate to a single organisation and will be as realistic as possible. The examination will test the candidate's ability to create a straightforward non-interactive visual presentation of six slides. They will also be required to retrieve an existing presentation, check it for accuracy and amend it.

## Assessment

Candidates' performance will be assessed on the following criteria:

- the accurate input of text
- the ability to meet the objectives
- the ability to complete the assignment in the time available.

## Assessment method

Two practical tasks are carried out on a computer under supervision and in exam conditions using appropriate software. All tasks are set, marked and graded by City & Guilds examiners. The tasks include:

- creating a presentation with accompanying notes
- retrieving an existing presentation for editing purposes

These tasks must be completed within 2 hours.

**Further details of the assessment, including a detailed guide to grades and weakness reports can be found in the Visual Presentations Examination Support Guide.**

## Relationship to other qualifications in the suite

This syllabus forms part of a range of qualifications for people who want to demonstrate their ability to use modern office software applications. Further details are available on our website.

## Health and Safety

Tutors and candidates must observe all health and safety regulations according to current legislation and welfare requirements.

## Useful publications

Tutors should refer to the following publications, which can be ordered from us or downloaded from our website.

- Recommended Reading List (free)
- Support Materials Catalogue (free)
- Marketing literature for this award (free)
- Sample examination paper (free)
- Visual Presentations Examination Support Guide

This publication includes the following:

- Details of assessment/marketing criteria/grades
- Worked example of assessment
- Instructions for specialist teachers
- Chief examiners reports, including tips and recommendations to trainers and candidates

**For full details of the marking scheme, an example of a worked paper, examiner's recommendations and other useful information please refer to the Visual Presentations Examination Guide.**

# Contact details and websites

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