

**Alignment matrix of unit standard 117923**

Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief. **Please note:** The page numbers correspond to the learner study guide and portfolio of evidence. Only the first page number is given.

**Assessment methods**

Formative - Foundational and practical: Individual and small group verbal and written exercises; questioning and answering sessions; learner to discuss and explain aspects of spreadsheets included in this programme; skills practices; demonstrations; examples;

Summative - Reflexive: Individual written exercises; job-related assignments; skills practices and job applications;

<b>Alignment matrix 117923 - Details of specific outcome and assessment criteria</b>	<b>Page in learner study guide</b>	<b>Formative assessment</b>	<b>Summative assessment</b>
SPECIFIC OUTCOME 1 - Prepare and produce a presentation according to a specified brief. OUTCOME RANGE - The brief should identify the topics, purpose, time limits and target audience of the presentation.	As per table of contents		
1. A presentation is prepared to meet the requirements of a supplied brief.			
2. The prepared presentation shows the topic, purpose, for target audience of the given brief.			
3. The presentation incorporates information consistent with the topic, purpose and target audience of the given brief.			
4. The presentation is prepared in line with the time limits set in the brief.			
SPECIFIC OUTCOME 2 - Adjust settings to customise the view and preferences of the presentation application.			
1. View is increased and decreased, according to given specifications. RANGE - Zoom feature or equivalent is used for the view.			

<b>Alignment matrix 117923 - Details of specific outcome and assessment criteria</b>	<b>Page in learner study guide</b>	<b>Formative assessment</b>	<b>Summative assessment</b>
2. The view mode is changed.			
3. Toolbar menus are switched off and on, to improve the working view of the application.			
4. The slide format of a presentation is changed, according to given specifications. RANGE - Size of slide, slide orientation.			
SPECIFIC OUTCOME 3 - Work with multiple presentations.			
1. A number of existing presentations are opened. RANGE - Minimum 2 presentations.			
2. Control is switched between the open presentations.			
3. Text is manipulated between active presentations. RANGE - Minimum of 2 active presentations; type of manipulation: move, copy.			
SPECIFIC OUTCOME 4 - Format a presentation according to given specifications.			
1. Methods of automatically formatting a presentation are explained. RANGE - Methods of formatting include: Presentation design templates; slide layout.			
2. A presentation is created using a presentation design template.			
SPECIFIC OUTCOME 5 - Use special presentation effects. OUTCOME RANGE - Tabs, Image, Bullets, Numbering, Borders, Fill.			
1. Tabs are set, reset and removed. RANGE - Tabs: left tab, right tab, centre tab, decimal align tab; at least 2 methods of setting tabs are demonstrated.			
2. An image is added to a presentation slide.			
3. Bullets are applied to text and removed from text. RANGE - Automatic while entering, to existing text.			
4. Bullet formats are changed, according to given specifications, to enhance the presentation. RANGE - Bullet formatting include: Bullet character, bullet position, text position.			

<b>Alignment matrix 117923 - Details of specific outcome and assessment criteria</b>	<b>Page in learner study guide</b>	<b>Formative assessment</b>	<b>Summative assessment</b>
5. Numbering is applied to text and removed from text. RANGE - Automatic while entering and/or to existing text; at least one of: single level numbering, multi-level numbering to at least three levels.			
SPECIFIC OUTCOME 6 - Apply special formatting to a presentation, according to given specifications, to enhance the presentation. OUTCOME RANGE - Headers, footers, date, time, slide numbers.			
1. A footer is added to and removed from a presentation.			
2. The current date and time is added to a presentation. RANGE - Specific slides, entire presentation.			
3. Page numbers are added to a presentation.			
4. Notes are added as an aid to the presentation.			
SPECIFIC OUTCOME 7 - Customise a presentation for a specified purpose.			
1. Slides are sorted into an order appropriate for the specified purpose.			
2. Slides are hidden so that they will not be part of a presentation.			
3. The presentation is presented for the specified purpose.			
4. The presentation is navigated from within the slide presentation.			
<b>Unit standard essential embedded knowledge</b>			
• Performance of all elements is to be carried out in accordance with organisation standards and procedures, unless otherwise stated. Organisation standards and procedures may cover: quality assurance, documentation, security, communication, health and safety, and personal behaviour.			
• Performance of all elements complies with the laws of the country operating in, especially with regard to copyright, privacy, health and safety, and consumer rights.			
• All activities must comply with any policies, procedures and requirements of the organisations involved, the ethical codes of relevant professional bodies and any relevant legislative and/ or regulatory requirements.			

<b>Alignment matrix 117923 - Details of specific outcome and assessment criteria</b>	<b>Page in learner study guide</b>	<b>Formative assessment</b>	<b>Summative assessment</b>
• Performance of all elements is to be completed within the normal range of time and cost that would be expected in a professional environment (e.g. In a commercial or government organisation).			
<b>Critical Cross-field Outcomes (CCFO):</b>			
IDENTIFYING - Identify and solve problems in which responses display that decisions using critical and creative thinking have been made by understanding the uses and benefits of using a presentation application.			
ORGANISING - Organise and manage oneself and one`s activities responsibly and effectively by understanding the saved destination and file name conventions.			
COLLECTING - Collect, analyse, organise, and critically evaluate information by effectively using the Help function and by using the check for synonyms and antonyms, and searching for information in the presentation application.			
COMMUNICATING - Communicate effectively using visual, mathematical and/or language skills in the modes of oral and/or written persuasion when engaging with the subject by using a presentation to improve communication.			
SCIENCE - Use science and technology effectively and critically, showing responsibility towards the environment and health of others by using a presentation application to create and edit presentation.			

**Breakdown of notional hours**

Learning unit	Contact session 30%		Experiential learning and assessments 70%			Total
	Theory	Practical	Job-related exercises	Assessment preparation	Assessments	
Learning unit	Hours	Hours	Hours	Hours	Hours	Hours
1	2	6	9	2	6	25
2	2	6	9	2	6	25
<b>Totals</b>	<b>4</b>	<b>12</b>	<b>18</b>	<b>4</b>	<b>12</b>	<b>50</b>