

ICDL Professional **ADVANCED PRESENTATION**

Syllabus 3.0



Syllabus Document



Purpose

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

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Advanced Presentation

This module sets out advanced knowledge relating to planning and designing presentations, as well as the skills needed to produce advanced presentation outputs using a presentation application.

Module Goals

Successful candidates will be able to:

- Understand target audience, venue and technical considerations in presentation planning.
- Create and modify templates and themes, and work with slide master layouts.
- Enhance a presentation using built-in drawing and image tools. Use alternative text for accessibility.
- Apply advanced chart formatting features and create and edit diagrams.
- Insert audio and video, create audio and screen recordings, and apply built-in animation features.
- Use linking, embedding, importing and exporting features to integrate data. Use password protection to secure a presentation.
- Work with custom slide shows and apply slide show settings. Use presenter view and control a slide show.

| CATEGORY | SKILL SET | REF. | TASK ITEM |
|--------------------------------------|---------------------------------------|-------|--|
| 1 Presentation Planning | <i>1.1 Audience and Environment</i> | 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, room size and layout. |
| | | 1.1.3 | Understand technical presentation considerations like: video equipment, audio equipment, presentation accessories, connectivity. |
| | <i>1.2 Design, Content and Layout</i> | 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 | Be aware of accessibility design considerations like: font size, alternative text, colours, contrast, limiting animations and transitions. |
| 2 Slide Masters and Templates | <i>2.1 Slide Masters</i> | 2.1.1 | Insert a new slide master, new layout. |
| | | 2.1.2 | Edit slide master layouts like: bulleted list format, background colour and fill effects, placeholder position, placeholder deletion, name. |

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| | | 2.1.3 | Apply a custom slide master to specified slides. |
| | 2.2 <i>Templates</i> | 2.2.1 | Create a new template, theme. |
| | | 2.2.2 | Save a presentation as a template, modify a template, theme. |
| 3 Graphical Objects | 3.1 <i>Formatting Drawn Objects</i> | 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 <i>Formatting Pictures, Images</i> | 3.2.1 | Adjust picture, image brightness and contrast. |
| | | 3.2.2 | Display a picture, image in greyscale, black and white, washout format. |
| | | 3.2.3 | Change colours in a picture. Restore original colours in a picture. |
| | 3.3 <i>Handling Graphical Objects</i> | 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 | Add, modify, remove alternative text. |
| | | 3.3.4 | Distribute selected graphical objects horizontally, vertically relative to a slide. |
| | | 3.3.5 | Distribute selected graphical objects horizontally, vertically relative to other graphical objects. |
| | | 3.3.6 | Crop a graphical object. |
| | | 3.3.7 | Convert a picture to a drawn object and edit the drawn object. |
| | | 3.3.8 | Save a graphical object as a file format like: bmp, gif, jpeg, png. |
| | | 3.3.9 | Omit, display background graphics on a slide, slides. |
| 4 Charts and Diagrams | 4.1 <i>Using Charts</i> | 4.1.1 | Format chart title, legend, data labels, axes labels. |

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| | | 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. |
| | <i>4.2 Using Diagrams</i> | 4.2.1 | Create a diagram using built- in options or other available drawing tools 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 | <i>5.1 Audio, Video</i> | 5.1.1 | Embed online video into a slide. |
| | | 5.1.2 | Insert video to play automatically, on mouse click. |
| | | 5.1.3 | Insert audio to play automatically, on mouse click. |
| | | 5.1.4 | Create an audio recording. |
| | | 5.1.5 | Create a screen recording. |
| | | 5.1.6 | Insert audio to play in background in your presentation for an appropriate duration. |
| | <i>5.2 Animation</i> | 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 | <i>6.1 Linking, Embedding</i> | 6.1.1 | Insert an action button. Modify settings to navigate to a specified slide, custom show, file, URL. |
| | | 6.1.2 | Link data into a slide and display as an object, icon. |
| | | 6.1.3 | Update, break a link. |
| | | 6.1.4 | Insert an image from a file with a link to the file. |
| | | 6.1.5 | Embed data into a slide and display as an object. |

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| 7 Managing Presentations | <i>6.2 Importing, Exporting, Securing</i> | 6.1.6 | Edit, delete embedded data. |
| | | 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. |
| | | 6.2.3 | Save a presentation as another file type like: rtf, video format. |
| | <i>7.1 Custom Shows</i> | 6.2.4 | Add, remove password protection for a presentation to open, to modify. |
| | | 7.1.1 | Create, show a named custom slide show. |
| | <i>7.2 Slide Show Settings</i> | 7.1.2 | Copy, edit, delete a custom slide show. |
| | | 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. |
| | | <i>7.3 Slide Show Delivery</i> | 7.3.1 |
| | 7.3.2 | | Display black, white screen during a slide show. Pause, restart, end a slide show. |
| | 7.3.3 | | Use presenter view for notes, slide preview, slide navigation, time. |
| | 7.3.4 | | Understand presentation delivery considerations like: practice (content and time), tone of voice (word emphasis, pitch, volume, intonation, pauses), body language and posture, use of storytelling. |