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|                 |   | <b>Unit ID: 2333</b> |
| <b>Domain</b>   | <b>INFORMATION AND COMMUNICATION<br/>TECHNOLOGY- FOUNDATION</b> |                      |
| <b>Title:</b>   | <b>Use basic presentation</b>                                   |                      |
| <b>Level: 2</b> |   | <b>Credits: 6</b>    |

### **Purpose**

This unit standard is intended for those who use basic presentation. People credited with this unit standard are able to produce basic presentation, retrieve, format and edit a presentation, manipulate slides in a presentation, apply spelling and grammar check functions, use help functions in a presentation and print a presentation document.

This unit standard is intended for those who work in the information and communication technology environment.

### **Special Notes**

1. Entry information:

Prerequisite:

- None

2. This unit standard is to be delivered and assessed in the context of information and communication technology.
3. Assessment evidence may be collected from a real or a simulated workplace in which ICT operations are carried out.
4. Performance of all elements in this unit standard must comply with industry standards.
5. Regulations and legislation relevant to this unit standard include the following:
  - Labour Act 2007(Act no 11,2007).
  - Workplace specific policies and regulations.
  - Regulations relating to the health and Safety of employees at work under Schedule 1 (2) of the Labour Act No.11 of 2007 and all subsequent amendments.

## **Quality Assurance Requirements**

This unit standard and others within this sub-field may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority on [www.namqa.org](http://www.namqa.org) and the Namibia Training Authority on [www.nta.com.na](http://www.nta.com.na)

## **Elements and Performance Criteria**

### **Element 1: Produce basic presentation**

#### **Range**

Presentation elements may include but is not limited to slides, views, layout and mode.

Data may include but is not limited to text, charts, graphic objects and pictures.

#### **Performance Criteria**

- 1.1 Presentation application is accessed according to instructions.
- 1.2 Presentation elements are identified.
- 1.3 Data is entered according to instructions.
- 1.4 Presentation is saved according to instructions.
- 1.5 Presentation is closed and application is exited.

### **Element 2: Retrieve, format and edit a presentation**

#### **Range**

Formatting may include but is not limited to bold, italic, underline and alignment.

Editing may include but is not limited to copy, paste, undo, redo, cut, move and insert.

#### **Performance Criteria**

- 2.1 Presentation is retrieved.
- 2.2 Format options are applied according to task requirements.

- 2.3 Edit options are applied according to specific task requirements.
- 2.4 Types of view modes are illustrated.

### **Element 3: Manipulate slides in a presentation**

#### **Performance Criteria**

- 3.1 Slides with a particular slide layout are inserted
- 3.2 Slide layouts are modified according to specific instructions.
- 3.3 Background colour are changed according to instructions.
- 3.4 Presentation theme is applied in accordance with task requirements.
- 3.5 Objects in presentations are demonstrated according to task requirements.
- 3.6 Objects in presentations are resized and moved according to task requirements.

### **Element 4: Apply spelling and grammar check functions**

#### **Range**

Proof reading may include but are not limited to spelling, grammar, research, thesaurus and word count.

#### **Performance Criteria**

- 4.1 Spelling and grammar check functions are illustrated.
- 4.2 Thesaurus features are used.

### **Element 5: Use help functions in a presentation**

#### **Performance Criteria**

- 5.1 Help functions are illustrated.
- 5.2 Search function is used.

### **Element 6: Print a presentation document**

#### **Performance Criteria**

- 6.1 Knowledge of print settings is demonstrated.
- 6.2 Preview and layout options are demonstrated.
- 6.3 Presentation document is printed.

### **Registration Data**

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|--------------------------------------|--|
| <b>Subfield:</b>                     | Information and Communication Technology |
| <b>Date first registered:</b>        | 30 July 2020                             |
| <b>Date this version registered:</b> | 30 July 2020                             |
| <b>Anticipated review:</b>           | 2025                                     |
| <b>Body responsible for review:</b>  | Namibia Training Authority               |