

**Domain**                    **INFORMATION AND COMMUNICATION  
TECHNOLOGY- FOUNDATION**

**Title:**                      **Perform advanced presentation**

**Level: 3**

**Credits: 4**

### **Purpose**

This unit standard is intended for those who perform advanced presentation. People credited with this unit standard are able to demonstrate an understanding of advanced features of a presentation document, demonstrate an understanding of transition and animation effects and demonstrate finalization of presentation and show presentation.

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

### **Special Notes**

1. Entry information:

Prerequisite:

- Unit ID: 2333 Use basic presentation

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. Glossary of terms:

- *Multimedia* - As the name implies, multimedia is the integration of multiple forms of media. This includes text, graphics, audio, video, etc. For example, a presentation involving audio and video clips would be considered a "multimedia presentation." Educational software that involves animations, sound, and text is called "multimedia software." CDs and DVDs are often considered to be "multimedia formats" since they can store a lot of data and most forms of multimedia require a lot of disk space.
- *Transitions* - Slide effect is a presentation tool providing enhanced transitions and effects. Using a standard Presentation Software user interface, people can create slide presentation with movies and images in a simpler way than using a video editing software.

- *Animations* - is the process of creating a continuous motion and shape change by means of the rapid display of a sequence of static images that minimally differ from each other.
5. Performance of all elements in this unit standard must comply with industry standards.
  6. 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 & 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: Demonstrate an understanding of advanced features of a presentation document**

#### **Performance Criteria**

- 1.1 Content manipulation is performed
- 1.2 Design and layout manipulation is performed.
- 1.3 Master slides are created and manipulated.
- 1.4 Templates are created and manipulated.
- 1.5 Importing and exporting functions are performed as per instructions.

### **Element 2: Demonstrate an understanding of transition and animation effects**

#### **Performance Criteria**

- 2.1 Transitions are applied according to instructions.

- 2.2 Animation effects are applied according to instructions.
- 2.3 Advanced multimedia features are applied according to instructions.

**Element 3: Demonstrate finalization of presentation and show presentation**

**Performance Criteria**

- 3.1 Presentation is recorded in line with specific task requirements.
- 3.2 Commenting features are applied.
- 3.3 Presentation is protected according to specific task requirements.
- 3.4 Presentation default settings are applied.
- 3.5 Presentation is run in line with task requirements.

**Registration Data**

<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