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|  |  **Unit ID: 118**  |
| **Domain**  |  **OFFICE TECHNOLOGY MANAGEMENT**  |
| **Title:**  | **Produce a presentation using various applications as part of office procedures** |
| **Level: 3**  |  **Credits: 8**  |

# Purpose

This unit standard is intended for those who produce a presentation using various applications as part of office procedures. People credited with this unit standard are able to Identify presentation applications create a presentations; Produce a presentation; Modify text boxes; Insert and modify pictures; Use templates to create a presentation;and print presentation.

This unit standard is intended for people who carry out activities that requires presentations in an office environment.

# Special Notes

1. Entry information

Prerequisite:

 Unit 1157 *- Demonstrate basic knowledge of workplace health and safety* or demonstrated equivalent knowledge and skills.

1. To demonstrate competence, at a minimum, evidence is required of creating a presentation of three or more slides, incorporating text, graphic images and copying slides from other presentations.

1. Assessment evidence may be collected from a real workplace or a simulated real workplace t in which office administration operations are carried out.

1. Performance of all elements in this unit standard must comply with all relevant workplace requirements.

1. Regulations and legislation relevant to this unit standard include the following:
	* Labour Act, No. 11, 2007
	* Occupational Health and Safety Regulations No, 1997 and all subsequent amendments.

 6. Various applications include, but not limited to, MS PowerPoint, Google Slides, Apple Keynote, Canvas, Prezi etc.

**Quality Assurance Requirements**

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and who 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

**Elements and Performance Criteria**

**Element 1: Identify presentation applications**

# Performance Criteria

* 1. Purpose of presentation applications is explained.
	2. Various presentation applications are identified.

1.3 Similarities and differences of various presentation applications features are identified.

**Element 2: Create a presentation**

# Range

Slide layout may include but not limited to title slide, bulleted lists, column text, and table.

Modifications may include but not limited to transitions; animations; watermark; inserting date and time; slide number and footer.

Presentation views include slide sorter, slide view, outline view, normal view, note view and slide show.

# Performance Criteria

2.1 Presentation application is opened.

2.2 Saving presentation is explained in terms of the location of the saved file.

2.3 Presentation is saved with a specific name in a specific folder.

**Element 3: Produce a presentation**

# Performance Criteria

3.1 A new slide is inserted as per specifications and text entered into slide.

 3.2 Background design is selected and applied from a given specification.

 3.3 Appropriate slide layout format is selected and applied.

3.4 Steps on how to duplicate, move and delete existing slides are explained and applied.

 3.5 Techniques to manipulate texts and images are demonstrated and applied.

3.6 Text is formatted and aligned as per given specifications.

3.7 Presentation application is closed.

**Element 4: Modify text boxes**

# Performance Criteria

4.1 Methods of inserting, resizing, moving and deleting textboxes within a slide are demonstrated and applied.

 4.2 Line weights, style and colours of text box are selected and applied.

**Element 5: Insert and modify pictures**

# Performance Criteria

 5.1 Pictures from online, external and internal devices are selected and inserted.

5.2 Steps to select colour and contrast adjustment are applied on the pictures within a slide.

5.3 Steps to crop, rotate and flip pictures within a slide are demonstrated and applied.

# Element 6: Insert and modify WordArt

**Range:**

Formatting may include but not limited to changing of font type and font size, bold, italic.

# Performance Criteria

 6.1 Steps to insert a WordArt text box is applied within a slide.

6.2 Steps to change and rotate WordArt shape within a slide is demonstrated and applied.

 6.3 Methods of formatting WordArt text is applied within a slide.

**Element 7:** **Use templates to create a presentation**

# Performance Criteria

 7.1 Template to create a presentation is selected and applied.

 7.2 Slides are updated with new information as per given specifications.

**Element 8: Print presentation**

# Performance Criteria

 8.1 Steps to preview presentation is demonstrated and applied.

8.2 Methods of printing slides and handouts are demonstrated and applied according to given specifications.

# Registration Data

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| **Subfield:**  | Business Services  |
|  |  |
| **Date first registered:**  | 28 September 2006 |
| **Date this version registered:**  | 28 March 2018  |
| **Anticipated review:**  | 2023  |
|  |  |
| **Body responsible for review:**  | Namibia Training Authority  |