

UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS

**Cambridge International Diploma in IT Skills  
Foundation Level**

Scheme of Work

5276  
Presentations  
Optional Module



UNIVERSITY *of* CAMBRIDGE  
International Examinations

## Introduction

---

This application is designed to familiarise students with a presentation application. The candidates should possess the skills and knowledge required to understand and perform everyday uses of a presentation package to display information in electronic form for presentation and in paper form for handouts.

Candidates should know how to initialise and close the application **and** possess competent computer keyboard and mouse skills.

### What is Assessed in this Module?

Candidates will demonstrate the ability to:

- open an existing presentation
- adjust basic settings
- modify an existing presentation
- create a new presentation
- set up slides for presentation and distribution
- use spell-check and help facilities
- save and print a presentation
- deliver a presentation

### Underpinning Knowledge

Awareness of how to:

- access the application
- open and modify an existing presentation
- create a new presentation using the help facilities available in PowerPoint
- save and print a presentation prior to delivering to a target audience.

### Tutor Preparation Required to Deliver this Module

Below is a checklist of what you will need to set up before you run the course. Some of the items, such as an overhead projector, are optional.

You will need to:

- ideally, have one computer (PC) per candidate with MS Windows 95/98/NT/2000/XP and MS PowerPoint 97 / 2000 / 2002 preloaded, but candidates can also share PCs
- create a folder on each PC containing the exercise data from the floppy disc (C:\My Documents) and a folder for candidates to save their work to (C:\My Documents\Trainee)
- ensure that if the PCs are networked, all candidates have been advised of their user name and password
- make sure the PCs are turned OFF before the start of training
- ensure that the candidates have access to a printer – local or networked – that all trainees can print to
- have an overhead projector and screen OR PC with LCD projector/large monitor
- have flip chart, pens and whiteboard
- have CIE Support Guide
- have name cards, paper and pens for the candidates

## **General Principles and Procedures**

If using a network to deliver this course you may prepare documents showing candidates how to log on.

## **Important Note**

This application module is only available for assessment using Microsoft PowerPoint 97, PowerPoint 2000 or PowerPoint 2002.

## Scheme of Work

Assessment Objectives	Performance Criteria	Classroom Ideas	Resources	Notes
<b>Session Plan One (1.5hrs)</b>				
<ul style="list-style-type: none"> <li>introduction and course objectives</li> <li>getting started with MS PowerPoint</li> <li>open an existing presentation</li> </ul>	<ul style="list-style-type: none"> <li>6.1</li> </ul>	<ul style="list-style-type: none"> <li>introduction of trainer, course and candidates</li> <li>log onto PCs, Open PowerPoint</li> <li>demonstrate PowerPoint Taskbar icon</li> <li>describe commands available from PowerPoint dialogue box</li> <li>use the dialogue box to open Columbus.ppt</li> <li>explain the components of PowerPoint including:               <ul style="list-style-type: none"> <li>title bar</li> <li>menu Bar</li> <li>toolbars</li> <li>menus</li> <li>shortcut keys</li> <li>dialogue boxes to include Print</li> </ul> </li> <li>demonstrate exiting from PowerPoint</li> <li>re-open PowerPoint</li> <li>open the file Columbus.ppt</li> <li>repeat this for the file Training.ppt</li> <li>demonstrate how to 'toggle' / switch between the two presentations</li> </ul>	<ul style="list-style-type: none"> <li>CIE Tutor Support Guide</li> <li>CIE Candidate Support Guide</li> <li>OHTs</li> <li>additional exercises for each Performance Criterion</li> </ul>	<p>It is important to let the candidates know what will be assessed at the end of the module. Tutors could provide a checklist with objectives that can be ticked off after each session so that candidates can track their progress.</p> <p>Use the additional exercises to reinforce the skills the candidates have learned for each Performance Criterion.</p> <p>Advise candidates that PowerPoint will prompt them to save any unsaved data before closing. Remind them it is advisable to do so!</p> <p>Advise candidates that up to nine presentations can be opened at one time.</p>

Assessment Objectives	Performance Criteria	Classroom Ideas	Resources	Notes
<b>Session Plan One (1.5hrs) Continued</b>				
<ul style="list-style-type: none"> <li>• help facility</li>   <li>• adjust basic settings</li> </ul>	<ul style="list-style-type: none"> <li>• 6.6</li>   <li>• 6.2</li> </ul>	<ul style="list-style-type: none"> <li>• show candidates the Office Assistant</li> <li>• search for help on Creating a Presentation</li> <li>• demonstrate ToolTips</li>   <li>• demonstrate the functions which are available on the Standard, Formatting and Drawing toolbars.</li> <li>• demonstrate how to zoom in / out</li> <li>• demonstrate how to display different toolbars as needed</li> <li>• demonstrate the ToolTips which are associated with each of these Toolbars</li> </ul>		

Assessment Objectives	Performance Criteria	Classroom Ideas	Resources	Notes
<b>Session Plan Two (1.25hrs)</b>				
<ul style="list-style-type: none"> <li>create a new presentation</li> </ul>	<ul style="list-style-type: none"> <li>6.4</li> </ul>	<ul style="list-style-type: none"> <li>demonstrate how to open a new presentation from the File menu</li> <li>show candidates the automatic slide formats which are available</li> <li>demonstrate how predefined slide layouts are available</li> <li>show how to insert text</li> </ul>	<ul style="list-style-type: none"> <li>CIE Tutor Support Guide</li> <li>CIE Candidate Support Guide</li> <li>OHTs</li> <li>additional exercises for each Performance Criterion</li> </ul>	<p>As above</p> <p>By using a regular layout slide shows will look more polished and professional.</p> <p>Special Effects should include underlining, superscript, subscript, shadows.</p>
<ul style="list-style-type: none"> <li>modify an existing presentation</li> </ul>	<ul style="list-style-type: none"> <li>6.3</li> </ul>	<ul style="list-style-type: none"> <li>using Columbus.ppt, demonstrate how to delete text using the mouse/keyboard to select the text</li> <li>using the keyboard or buttons on the Toolbar demonstrate how to Cut and Paste between slides</li> <li>using the keyboard or buttons on the Toolbar demonstrate how to Copy between slides</li> <li>change the font size/style using the toolbar and the shortcut keys.</li> <li>demonstrate copying and deleting slides</li> <li>demonstrate changing the order of the slides</li> <li>save the changes using 'Save As' and exit</li> </ul>		

Assessment Objectives	Performance Criteria	Classroom Ideas	Resources	Notes
<b>Session Plan 3 (1.5hrs)</b>				
<ul style="list-style-type: none"> <li>use the spell check facility</li> <li>set up slides for presentation and distribution</li> </ul>	<ul style="list-style-type: none"> <li>6.6</li> <li>6.5</li> </ul>	<ul style="list-style-type: none"> <li>demonstrate how to perform a spell check</li> <li>demonstrate the options of the Spelling dialogue box</li> <li>demonstrate how to add a word to the dictionary</li> <li>demonstrate the Find and Replace facility using Columbus.ppt</li> <li>using the Header and Footer dialogue box, demonstrate how page numbers can be placed on each slide</li> <li>demonstrate how Header and Footer information can be varied throughout the slide show</li> <li>demonstrate the Slide Number facility</li> <li>demonstrate how the orientation of slides can be changed</li> <li>demonstrate how slides can be output (printed or on-line) in various formats i.e. slide show, hand-outs and OHTs</li> </ul>	<ul style="list-style-type: none"> <li>CIE Tutor Support Guide</li> <li>CIE Candidate Support Guide</li> <li>OHTs</li> <li>additional exercises for each Performance Criterion</li> </ul>	<p>Also see notes for session 1</p> <p>Explain to candidates how a spelling mistake becomes very obvious when displayed on a screen.</p> <p>Explain how a highlighted word is not necessarily a spelling mistake but simply not recognised by PowerPoint.</p> <p>Explain how PowerPoint has <b>content</b> templates to suggest structure and content.</p> <p>Explain how PowerPoint has design templates to apply a style to a template.</p> <p>Page orientation can be either landscape or portrait or a mixture throughout the presentation</p>

Assessment Objectives	Performance Criteria	Classroom Ideas	Resources	Notes
<b>Session Plan Four (1.25hrs)</b>				
<ul style="list-style-type: none"> <li>save and print presentations</li> </ul>	<ul style="list-style-type: none"> <li>6.7</li> </ul>	<ul style="list-style-type: none"> <li>reinforce concepts of opening and saving files</li> <li>demonstrate how to run a basic slide show with no transitions</li> <li>explain options available in Slide Show dialogue box</li> <li>demonstrate how to move through a Slide Show manually (using mouse and keyboard) and using timings</li> <li>demonstrate how to print all the slides</li> <li>demonstrate how to print the current slide or a range of slides</li> <li>explain the use of audience handouts and demonstrate the range of handout options which are available</li> </ul>	<ul style="list-style-type: none"> <li>CIE Tutor Support Guide</li> <li>CIE candidates guide</li> <li>OHT's</li> <li>additional exercises for each Performance Criterion</li> </ul>	<p>Printed handout options can be found in the Print dialogue box.</p> <p>Transitions can be used to add interest to the presentation and to help reinforce some of the key points of the presentation.</p> <p>To add the same transition to all slides use the slide transition dialogue box to select the transition required and then select Apply to All Slides.</p> <p>To use differing transitions select the slides to apply transition to using the Slide Tab and follow the instructions given above.</p>
<ul style="list-style-type: none"> <li>deliver a presentation</li> </ul>	<ul style="list-style-type: none"> <li>6.8</li> </ul>	<ul style="list-style-type: none"> <li>demonstrate how to start a Slide Show from a specific slide</li> <li>demonstrate the range of on-screen navigation tools which are available.</li> </ul>		



## Resource List

---

### Online Resources

There are many sites available which cover this topic.

<http://www.electricteacher.com/tutorial3.htm>

A user-friendly site with easy to follow tutorials covering Foundation and Standard level skills for PowerPoint

<http://www.microsoft.com/office/powerpoint/default.asp>

The official Microsoft site for PowerPoint. There are plenty of hints and tips on this site with useful screen shots. This site can be accessed in different languages by visiting

<http://www.microsoft.com/worldwide> and selecting the appropriate country.

<http://www.mum.edu/helpdesk/tutorials/powerpoint-tut.html>

This site covers all the basic skills and features of PowerPoint. The site is very textual but the content is excellent.

[http://www.iupui.edu/~webtrain/tutorials/powerpoint2000\\_basics.html](http://www.iupui.edu/~webtrain/tutorials/powerpoint2000_basics.html)

A very comprehensive PowerPoint help site for PowerPoint 2000. This site goes into all features of PowerPoint 2000 and is a very good teachers resource site.

<http://www.tutorialfind.com/tutorials/microsoft/powerpoint/default.asp?ct=2&ob=3>

A comprehensive tutorial site covering many areas of ICT. There are many tutorials available covering all levels of student ability

<http://www.ferl.becta.org.uk/>

This site has a wide range of tutorial support for all Microsoft Applications

<http://www.cie.org.uk/CIE/WebSite/UCLESData/Documents/Career%20%26%20Skills%20Awards/IT/Resources/glossary.pdf>

A Glossary of Terms is available on the CIE website, which is useful for this module.

### Books

McBride, P K *Skills Award in Information Technology: Foundation Level* (Edition 2002)  
Cambridge University Press ISBN 0521525292

British Computer Society *A Glossary of Computing Terms* (Edition 1998)  
Longman ISBN 0582369673

### Other Resources

The built-in PowerPoint Help files have many hints and tips with a search facility.