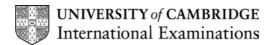
UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS

Cambridge International Diploma in ICT Standard Level

Scheme of Work

5198 Presentation Authoring Optional Module





www.xtremepapers.net

Introduction

This Optional Module is about using presentation software to create and control and interactive presentation.

What is assessed in this Module?

- creation of presentation pages
- use of a master slide
- use of font styles
- use of headings
- use of bullet points
- use of colour
- inserting graphics
- resizing, positioning and cropping of graphic
- use of text boxes
- embedding charts
- editing of pages
- use of build facilities
- use of transition facilities
- saving the presentation
- printing of speaker's reference copy
- printing of handouts

Tutor Preparation Required to Deliver this Module

You will need:

- prepared files for the students to load and run to add builds and transitions
- prepared exercises for the students to create pre-set presentations

Underpinning Knowledge

- impact of use of graphics, colour and text
- consistent use of styles for layout

General Principles and Procedures

You should prepare your notes for this session to include:

- aesthetic considerations including colour (use of, suitability and impact)
- use of minimal amount of text
- positioning of text and graphics

The use of presentation graphics, and the impact they have, should be discussed with the group. This can be accompanied with a good and bad example of a presentation.

The presentation programs are structured in such a way that their use is very straightforward. Students should be encouraged to look at the various options available and to enter a minimal amount of data to explore the program's facilities.

Students should appreciate that the use of these programs forms a variety of roles in industry - training, sales, etc. Different output forms including overheads, on-screen displays and printouts. They allow for selection of background colours and templates, and also for printing speaker's notes and delegates handouts.

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Students should be instructed to use transitions and builds enabling a presentation to be automated.

During the first session you could ask students to collect information for a presentation based on their own interests/hobbies ready for the next session. They could then produce a presentation to be shown to peers.

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Scheme of Work

Assessment Objectives	Performance Criteria	Classroom Ideas	Resources	Notes		
Session Plan One						
 presentation graphics language presentation graphics applications to produce a simple presentation 	1.1.1 3.1.1	 discuss the language of presentation graphics discuss the uses of presentation graphics, the format of delivery, image and style of presentations, target audience, presenter notes and audience notes students set up a simple presentation about themselves print 	 variety of sample demonstration files to view as a critical audience sample audience notes for one of the prepared presentations sample presenter notes for one of the prepared presentations sample slides for different media (possibly, 35mm slide projector, overhead projector, and multimedia projector) various instruction sheets and handouts demonstration 	interactive 'critical audience' on prepared presentations watch and do – peer assessment		
Session Plan Two						
 to use a master slide to add graphics to add transitions to add animation (builds) 	1.1.1 1.2.1 1.3.1 2.1.1 2.2.1 3.1.1 1.3.2 1.3.3	 set up presentation using styles including graphic/clip art demonstrate transitions and builds/animations using a variety of print options 	 various instruction sheets and handouts demonstration 	create a presentation from provided handout – think about the layout of presentations		
Session Plan Three						
 to add audience notes to add presenter notes to print in a variety of formats 	1.2.1 3.1.1	 create presenter notes create audience notes using a variety of print options 	prepared presentation requiring audience and presenter notes to be added			

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Assessment	Performance	Classroom Ideas	Resources	Notes
Objectives	Criteria			
Session Plan Four			1	
 complete a full presentation including different print options 	All	 set up presentation using styles including graphic/clip art adding transitions and builds/animations adding charts adding organisation charts adding speaker's notes using a variety of print options 	 various instruction sheets and handouts demonstration 	 produce a professional presentation produce a presentation from own area of interest
Session Plan Five	•			
 specimen paper 	All	specimen paper		
Session Plan Six				
Session Plan Seven	All	debrieffurther practice	marked papers for return	
	T		T	
 undertake Presentation Authoring Assessment 		Presentation Authoring Assessment		

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