**Cambridge International Diploma in ICT
Standard Level**

Scheme of Work

5198
Presentation Authoring
Optional Module

UNIVERSITY *of* CAMBRIDGE
International Examinations

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.

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.

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 pre-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	

Assessment Objectives	Performance Criteria	Classroom Ideas	Resources	Notes
Session Plan Four				
• 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				
	All	• debrief • further practice	• marked papers for return	
Session Plan Seven				
• undertake Presentation Authoring Assessment		• Presentation Authoring Assessment		