ECDL MODULE
ADVANCED PRESENTATION

Syllabus Version 3.0 – Item Comparison to Syllabus Version 2.0

Purpose

This document details the syllabus for the Advanced Presentation module. The syllabus describes, through learning outcomes, the knowledge and skills that a candidate for the Advanced Presentation module should possess. The syllabus also provides the basis for the theory and practice-based test in this module.

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Advanced Presentation

This module sets out advanced knowledge relating to planning and designing presentations, as well as the skills needed to produce advanced presentation outputs using a presentation application.

Module Goals

Successful candidates will be able to:

- Understand target audience, venue and technical considerations in presentation planning.
- Create and modify templates and themes, and work with slide master layouts.
- Enhance a presentation using built-in drawing and image tools. Use alternative text for accessibility.
- Apply advanced chart formatting features and create and edit diagrams.
- Insert audio and video, create audio and screen recordings, and apply built-in animation features.
- Use linking, embedding, importing and exporting features to integrate data. Use password protection to secure a presentation.
- Work with custom slide shows and apply slide show settings. Use presenter view and control a slide show.

CATEGORY	SKILL SET	REF.	TASK ITEM	Status to S2.0	Original S2.0 Ref.	Comment
1 Presentation Planning	*1.1 Audience and Environment*	1.1.1	Understand how audience demography (age, educational level, occupation, cultural background) and knowledge of subject impacts on planning of a presentation.	No change	AM6.1.1.1	
		1.1.2	Understand venue considerations like: lighting, room size and layout.	Content removed	AM6.1.1.2	Reference to available equipment removed – see new 1.1.3
		1.1.3	Understand technical presentation considerations like: video equipment, audio equipment, presentation accessories, connectivity.	NEW		
	1.2 Design, Content and Layout	1.2.1	Understand timing considerations like: tailor content to time available, allow appropriate time interval for each slide.	No change	AM6.1.2.1	
		1.2.2	Understand that presentation dialogue is supported by graphical objects and text. Understand the importance of limiting the level of detail of graphical objects and text.	No change	AM6.1.2.2	
		1.2.3	Be aware of accessibility design considerations like: font size, alternative text, colours, contrast, limiting animations and transitions.	Content added	AM6.1.2.4	Contrast added as a design consideration.
2 Slide Masters and Templates	*2.1 Slide Masters*	2.1.1	Insert a new slide master, new layout.	No change	AM6.2.1.1	
		2.1.2	Edit slide master layouts like: bulleted list format, background colour and fill effects, placeholder position, placeholder deletion, name.	Content added, content removed	AM6.2.1.2	Font removed, name added.
		2.1.3	Apply a custom slide master to specified slides.	No change	AM6.2.1.3	
	2.2 Templates	2.2.1	Create a new template, theme.	No change	AM6.2.2.1	

CATEGORY	SKILL SET	REF.	TASK ITEM	Status to S2.0	Original S2.0 Ref.	Comment
		2.2.2	Save a presentation as a template, modify a template, theme.	Content added	AM6.2.2.2	Save a presentation as a template added.
3 Graphical Objects	*3.1 Formatting Drawn Objects*	3.1.1	Apply background fill effects to a drawn object.	No change	AM6.3.1.1	
		3.1.2	Apply a transparency effect to a drawn object.	No change	AM6.3.1.2	
		3.1.3	Apply a 3-D effect and settings to a drawn object.	No change	AM6.3.1.3	
		3.1.4	Pick up a style from a drawn object and apply it to another drawn object.	No change	AM6.3.1.4	
		3.1.5	Change the default formatting for new drawn objects.	No change	AM6.3.1.5	
	3.2 Formatting Pictures, Images	3.2.1	Adjust picture, image brightness and contrast.	No change	AM6.3.2.1	
		3.2.2	Display a picture, image in greyscale, black and white, washout format.	No change	AM6.3.2.2	
		3.2.3	Change colours in a picture. Restore original colours in a picture.	No change	AM6.3.2.3	
	3.3 Handling Graphical Objects	3.3.1	Display, hide ruler, grid and guides. Move guides. Turn on, off snap objects to grid.	No change	AM6.3.3.1	
		3.3.2	Position a graphical object (picture, image, drawn object) on a slide using specified horizontal and vertical co-ordinates.	No change	AM6.3.3.2	
		3.3.3	Add, modify, remove alternative text.	NEW		
		3.3.4	Distribute selected graphical objects horizontally, vertically relative to a slide.	No change	AM6.3.3.3	
		3.3.5	Distribute selected graphical objects horizontally, vertically relative to other graphical objects.	NEW		

CATEGORY	SKILL SET	REF.	TASK ITEM	Status to S2.0	Original S2.0 Ref.	Comment
		3.3.6	Crop a graphical object.	No change	AM6.3.3.4	
		3.3.7	Convert a picture to a drawn object and edit the drawn object.	No change	AM6.3.3.6	
		3.3.8	Save a graphical object as a file format like: bmp, gif, jpeg, png.	No change	AM6.3.3.7	
		3.3.9	Omit, display background graphics on a slide, slides.	No change	AM6.3.3.8	
4 Charts and Diagrams	4.1 Using Charts	4.1.1	Format chart title, legend, data labels, axes labels.	No change	AM6.4.1.1	
		4.1.2	Change the chart type for a defined data series.	No change	AM6.4.1.2	
		4.1.3	Change the gap, overlap between columns, bars in a chart.	No change	AM6.4.1.3	
		4.1.4	Format columns, bars, plot area, chart area to display an image.	No change	AM6.4.1.4	
		4.1.5	Change scale of value axis: minimum, maximum number to display, major interval between plotted numbers in a chart.	No change	AM6.4.1.5	
	4.2 Using Diagrams	4.2.1	Create a diagram using built- in options or other available drawing tools like: flowchart, cycle, pyramid.	Minor rewording	AM6.4.2.1	"Create using" replaced with "Create a diagram using"
		4.2.2	Add, move, delete shapes in a diagram.	No change	AM6.4.2.2	
		4.2.3	Add, change, delete connectors in a flowchart.	No change	AM6.4.2.3	
5 Multimedia	5.1 Audio, Video	5.1.1	Embed online video into a slide.	NEW		
		5.1.2	Insert video to play automatically, on mouse click.	Minor rewording	AM6.5.1.1	"Movie" replaced with "video".

CATEGORY	SKILL SET	REF.	TASK ITEM	Status to S2.0	Original S2.0 Ref.	Comment
		5.1.3	Insert audio to play automatically, on mouse click.	Minor rewording	AM6.5.1.2	"Sounds" replaced with "audio".
		5.1.4	Create an audio recording.	NEW		
		5.1.5	Create a screen recording.	NEW		
		5.1.6	Insert audio to play in background in your presentation for an appropriate duration.	NEW		
	5.2 Animation	5.2.1	Change custom animation effects and settings. Change sequence of custom animations in a slide.	No change	AM6.5.2.1	
		5.2.2	Apply automatic settings so that bulleted points will dim to a specified colour after animation.	No change	AM6.5.2.2	
		5.2.3	Animate chart elements by series, by category, by elements in series. Animate, do not animate chart grid and legend.	No change	AM6.5.2.3	
6 Enhancing Productivity	*6.1 Linking, Embedding*	6.1.1	Insert an action button. Modify settings to navigate to a specified slide, custom show, file, URL.	No change	AM6.6.1.2	
		6.1.2	Link data into a slide and display as an object, icon.	No change	AM6.6.1.3	
		6.1.3	Update, break a link.	No change	AM6.6.1.4	
		6.1.4	Insert an image from a file with a link to the file.	No change	AM6.6.1.5	
		6.1.5	Embed data into a slide and display as an object.	No change	AM6.6.1.6	
		6.1.6	Edit, delete embedded data.	No change	AM6.6.1.7	
	6.2 Importing, Exporting, Securing	6.2.1	Merge slide(s), a complete presentation, a word-processed outline into an existing presentation.	No change	AM6.6.2.1	

CATEGORY	SKILL SET	REF.	TASK ITEM	Status to S2.0	Original S2.0 Ref.	Comment
		6.2.2	Save a specified slide as a file format: gif, jpeg, bmp.	No change	AM6.6.2.2	
		6.2.3	Save a presentation as another file type like: rtf, video format.	NEW		
		6.2.4	Add, remove password protection for a presentation to open, to modify.	NEW		
7 Managing Presentations	*7.1 Custom Shows*	7.1.1	Create, show a named custom slide show.	No change	AM6.7.1.1	
		7.1.2	Copy, edit, delete a custom slide show.	No change	AM6.7.1.2	
	7.2 Slide Show Settings	7.2.1	Apply timings to, remove timings from slide transitions.	No change	AM6.7.2.1	
		7.2.2	Apply settings to a slide show so that it loops continuously when played, does not loop continuously when played.	No change	AM6.7.2.2	
		7.2.3	Apply settings so that slides advance manually, advance using timings if present. Apply settings so that slide show is presented with animation, without animation.	No change	AM6.7.2.3	
	7.3 Slide Show Delivery	7.3.1	Add, erase pen annotations during a slide show.	No change	AM6.7.3.1	
		7.3.2	Display black, white screen during a slide show. Pause, restart, end a slide show.	No change	AM6.7.3.2	
		7.3.3	Use presenter view for notes, slide preview, slide navigation, time.	NEW		
		7.3.4	Understand presentation delivery considerations like: practice (content and time), tone of voice (word emphasis, pitch, volume, intonation, pauses), body language and posture, use of storytelling.	NEW		