

Methodological tool: Use Presentation software to produce simple routine presentations

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| Number of methodological Tool | EUPA_LO_035_M_01 |
| Work Area Code and Title | WA9 ICT Skills |
| Unit Code and Title | 2.19 Use Presentation software to produce simple routine presentations |
| Learning Outcome Number and Title | LO035: Demonstrate the ability to use presentation software safely and securely to produce simple electronic presentations that meet the requirements of the office |
| Title of methodological tool | Creating a professional presentation |
| Objective of the methodological tool | <p>After the completion of this exercise the participants will be in a position to:</p> <ol style="list-style-type: none"> 1. Produce a simple presentation using PowerPoint 2. Create a simple presentation safely and securely to enter, edit and organise information on slides. 3. Store and retrieve presentation files effectively, in line with local guidelines and conventions where available 4. Select, change and use appropriate templates for slides for different purposes. 5. Enter text and other information using layouts appropriate to the type of information. 6. Select and use appropriate techniques to format characters as well as slides (change layout). 7. Insert simple charts and tables into presentation slides. 8. Select and use appropriate views (handouts, slideshow etc) 9. Print different versions of the presentation (slides, handouts etc) 10. Describe how to present slides to meet needs and communicate effectively 11. Operate the presentation software safely and securely to produce simple electronic presentations that meet the requirements of the office |
| Individual or group exercise | <input checked="" type="checkbox"/> Individual |
| Type of methodological tool | <input checked="" type="checkbox"/> Exercise using ICT |
| Description of the exercise | Learners are asked to develop a presentation on a topic of their |

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| | <p>selection (5- 10 slides). Their effort should demonstrate their ability to add pictures to the presentation as well as to use different slide layouts.</p> <p>Learners are encouraged to develop a presentation related to their role as a personal assistant. For example, some topics could be:</p> <ul style="list-style-type: none">• The role of personal assistant in a modern EU company• The profile of a successful personal assistant• Presenting myself and my work |
| Exercise is accompanied by | - |
| Exercise solution | - |
| Other comments to the trainer | Make sure that they utilise all the knowledge included in the training PPT. They should format the text, insert pictures, etc. Presentations can be created in their mother language. Learners may present the presentations they have created. |

