

EUROPEAN COMPUTER DRIVING LICENCE

Module AM6, *Presentation*, Advanced – Level

Copyright © 2002 The European Computer Driving Licence Foundation Ltd.

All rights reserved. No part of this publication may be reproduced in any form except as permitted by the ECDL Foundation¹. Enquiries for permission to reproduce material should be directed to the publisher.

The European Computer Driving Licence Foundation Ltd.

107 The Windmill,
Sir John Rogerson's Quay,
Dublin 2,
Ireland
Tel: + 353 1 679 2847
Fax: + 353 1 679 2921



E-mail: info@ecd.com
URL: <http://www.ecdl.com>

The official version of the ECDL Module AM6, *Presentation*, Advanced - Level, Syllabus is the version published on the ECDL Foundation Web site which can be found at :

<http://www.ecdl.com>

Disclaimer

Although every care has been taken by the ECDL Foundation in the preparation of this publication, no warranty is given by the ECDL Foundation as publisher as to the completeness of the information contained within it and neither shall the ECDL Foundation be responsible or liable for any loss or damage whatsoever arising by virtue of such information or any instructions or advice contained within this publication. Changes to ECDL syllabus documents may be made at the discretion of the ECDL Foundation.

¹ Reference(s) to ECDL Foundation means The European Computer Driving Licence Foundation Ltd.

Module AM6, *Presentation*, Advanced - Level

The following is the Syllabus for Module AM6, *Presentation*, Advanced - Level, which provides the basis for the practice-based test in this module domain. The Syllabus for Module AM6 is over and above the Skills Sets and underpinning knowledge contained within the corresponding ECDL Module 6, *Presentation*, Version 4.0 Syllabus or earlier. The advanced level designation for Module AM6 anticipates that the candidate has already mastered the Skill Sets and acquired the knowledge outlined in Module 6 of ECDL Syllabus Version 4.0 or earlier.

Module Goals

Module AM6 *Presentation, Advanced – Level*, requires the candidate to understand some of the principle areas to consider when planning and designing presentations. The candidate shall be able to operate effectively at more than a basic level of competence and to use the presentation application to produce what are deemed to be advanced presentation outputs. The candidate shall be able to realize much of the potential of the presentation tool and produce outputs using advanced formatting and layout techniques and the use of multimedia effects. The candidate shall be able to create advanced charts / graphs and be able to enhance the presentation by using drawing and image tools to modify drawn objects and images. The candidate shall also be able to create and use macros within the presentation application.

Category	Skill Set	Ref.	Task Item
AM6.1 Design Considerations	AM6.1.1 Audience and Environment	AM6.1.1.1	Understand how audience size, room size, room lighting impacts on planning of a presentation such as: need for a microphone, need for a projector, need to adjust contrast between background and data for legibility.
		AM6.1.1.2	Understand how audience demography, knowledge of subject impacts on planning of a presentation such as: need to present message differently based on age, educational level, occupation, cultural background, need for elementary explanations or otherwise.
	AM6.1.2 Assimilation	AM6.1.2.1	Understand that an audience may learn most from pictures, images, charts. Understand that text in a presentation should support graphical information. Understand the importance of limiting the level of detail in graphical and text information and using a consistent design scheme to enhance clarity.

Category	Skill Set	Ref.	Task Item
		AM6.1.2.2	Understand how choice of font colours, number of colours used may elicit different responses from members of an audience such as: varying emotional responses, possible distraction from key points by excess use of colour. Be aware of colour blindness problems.
	<i>AM6.1.3 Delivery</i>	AM6.1.3.1	Understand some important planning and design concepts associated with delivering a presentation such as: ensuring slides follow a logical sequence, need to tailor content to time available, need to consider likely attention span of audience, need to consider an appropriate time interval for each slide in a presentation.
AM6.2 Slides	<i>AM6.2.1 Setup</i>	AM6.2.1.1	Create and save a new presentation template with features such as: custom background fill effects, logo, spacing between bullet points.
		AM6.2.1.2	Merge slides, a complete presentation, with an existing presentation.
		AM6.2.1.3	Merge a word-processed outline into a presentation.
		AM6.2.1.4	Apply graduated background fill colours, texture, patterns, picture fill effect to a slide, slides in a presentation.
	<i>AM 6.2.2 Exporting</i>	AM6.2.2.1	Save a slide in gif, jpeg, bmp format to a location on a drive.
AM6.3 Pictures, Images, Drawn Objects	<i>AM6.3.1 Manipulation</i>	AM6.3.1.1	Convert a picture to a drawn object.
		AM6.3.1.2	Group, ungroup drawn objects in a slide.
		AM6.3.1.3	Bring a picture, image, drawn object, backward or forward within a grouped selection.
		AM6.3.1.4	Position a picture, image, drawn object on a slide horizontally and/or vertically using specified co-ordinates.
		AM6.3.1.5	Distribute selected pictures, images, drawn objects horizontally, vertically relative to a slide.

Category	Skill Set	Ref.	Task Item
		AM6.3.1.6	Omit background graphics from a slide, slides.
	<i>AM6.3.2 Effects</i>	AM6.3.2.1	Apply a semi-transparent effect to a picture, image, drawn object.
		AM6.3.2.2	Apply 3-D effects to a drawn object.
		AM6.3.2.3	Apply, reposition a shadow of a specified colour on a picture, image, drawn object.
		AM6.3.2.4	Apply graduated background fill colours, texture, patterns, picture fill effect to a drawn object in a presentation.
		AM6.3.2.5	Pick up a style from an object and apply it to another object.
	<i>AM6.3.3 Editing Images</i> ²	AM6.3.3.1	Change colour depth of an image, such as: 4 bit, 8 bit, 24 bit.
		AM6.3.3.2	Crop and proportionately re-scale an image.
		AM6.3.3.3	Rotate, flip, mirror an image.
		AM6.3.3.4	Apply different available effects such as: negative effect, blurred, sharpened, stained glass, embossed etc. to an image.
		AM6.3.3.5	Convert an image into greyscale, black and white format.
		AM6.3.3.6	Convert an image into a file format such as: bmp, gif, jpeg format.
AM6.4 Charts/Graphs	<i>AM6.4.1 Using Charts/ Graphs</i>	AM6.4.1.1	Create a line - column on two axes / mixed chart/graph.
		AM6.4.1.2	Change graph/chart type such as: a column chart/graph to a line - column on two axes / mixed chart/graph.
		AM6.4.1.3	Change a chart type format to a named chart style, format. Change chart/graph type for a data series in a chart/graph.
		AM6.4.1.4	Change scale of value axis (y-axis), minimum, maximum number to display, major interval between plotted numbers in a chart/graph.

² For the Editing Images Skill Set it may be necessary to use a secondary image / photo editing application.

Category	Skill Set	Ref.	Task Item
		AM6.4.1.5	Apply built-in feature to display y axis units in a chart/graph in hundreds, thousands, millions on value axis, not changing numbers in data grid.
	<i>AM6.4.2 Flowcharts</i>	AM6.4.2.1	Draw a flowchart using built-in flowchart options, other available drawing tools.
		AM6.4.2.2	Change, delete flowchart shapes in a flowchart.
		AM6.4.2.3	Change connector types between flowchart shapes.
AM6.5 Multimedia	<i>AM6.5.1 Sound, Video</i>	AM6.5.1.1	Insert sounds with entry animation style, timing for automatically playing.
		AM6.5.1.2	Insert movies with entry animation style, timing for automatically playing.
	<i>AM6.5.2 Animation</i>	AM6.5.2.1	Introduce animated objects by mouse click, automatically after a specified time.
		AM6.5.2.2	Change sequence of animations in a slide.
		AM6.5.2.3	Apply automatic settings so that bulleted points, drawn objects in a presentation will dim to a specified colour after animation.
		AM6.5.2.4	Animate chart elements by series, by category, by elements in series.
AM6.6 Managing Presentations	<i>AM6.6.1 Slide Show Control</i>	AM6.6.1.1	Set up interaction on slide content to navigate to a slide, slides, presentation, file, URL.
		AM6.6.1.2	Change property of interaction on a slide to navigate to a different slide, slides, presentation, file, URL.
		AM6.6.1.3	Apply timings to, remove timings from slide transitions.
		AM6.6.1.4	Apply settings to a slide show so that it loops continuously when played, does not loop continuously when played
		AM6.6.1.5	Apply settings so that slides advance manually, advance using timings if present, so that slide show is

Category	Skill Set	Ref.	Task Item
			presented with animation, without animation.
	<i>AM6.6.2 Customized Shows</i>	AM6.6.2.1	Create a customized slide show.
		AM6.6.2.2	Edit a customized slide show.
		AM6.6.2.3	Run a customized slide show.
AM6.7 Relating Information	<i>AM6.7.1 Linking</i>	AM6.7.1.1	Link text from a document, a range from a worksheet, a spreadsheet generated chart into a slide and display as an object.
		AM6.7.1.2	Update, modify data linked into a presentation.
		AM6.7.1.3	Change a linked object in a slide to an embedded object.
		AM6.7.1.4	Insert an image from a file and link the image to the file.
AM 6.8 Macros	<i>AM6.8.1 Record, Assign</i>	AM6.8.1.1	Record a simple macro such as: animation effects on an image, rescale drawn object, formatting of text.
		AM6.8.1.2	Run a macro.
		AM6.8.1.3	Assign a macro to a custom button on a toolbar.