



BCS IT User Syllabus

**ECDL Module 6 (Version 5.0)
Presentation Level 2**

Presentation Level 2

| CATEGORY | SKILL SET | REF. | TASK ITEM |
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| 6.1 Using the Application | 6.1.1 Working with Presentations | 6.1.1.1 | Open, close a presentation application. Open, close presentations. |
| | | 6.1.1.2 | Create a new presentation based on default template. |
| | | 6.1.1.3 | Save a presentation to a location on a drive. Save a presentation under another name. |
| | | 6.1.1.4 | Save a presentation as another file type: Rich Text Format, template, show, image file format, version number. |
| | | 6.1.1.5 | Switch between open presentations. |
| | 6.1.2 Enhancing Productivity | 6.1.2.1 | Set user preferences in the application: user name, default folder to open and save files. |
| | | 6.1.2.2 | Use available Help functions. |
| | | 6.1.2.3 | Use magnification/zoom tools. |
| | | 6.1.2.4 | Display, hide built-in toolbars. Restore, minimize the ribbon. |
| | | 6.2 Developing a Presentation | 6.2.1 Presentation Views |
| 6.2.1.2 | Recognize good practice in adding slide titles: use a different title for each slide to distinguish it in outline view, when navigating in slide show view. | | |
| 6.2.1.3 | Change between presentation view modes: normal view, slide sorter view, slide show view. | | |
| 6.2.2 Slides | 6.2.2.1 | | Choose a different built-in slide layout for a slide. |
| | 6.2.2.2 | | Apply an available design template to a presentation. |
| | 6.2.2.3 | | Change background colour on specific slide(s), all slides. |
| | 6.2.2.4 | | Add a new slide with a specific slide layout like: title slide, chart and text, bulleted list, table/spreadsheet. |
| | 6.2.2.5 | | Copy, move slides within the presentation, between open presentations. |
| | 6.2.2.6 | | Delete slide(s). |
| | 6.2.3 Master Slide | | 6.2.3.1 |
| 6.2.3.2 | | Enter text into footer of specific slides, all slides in a presentation. | |
| 6.2.3.3 | | Apply automatic slide numbering, automatically updated date, non-updating date into footer of specific slides, all slides in a presentation. | |

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| 6.3 Text | 6.3.1 Handling Text | 6.3.1.1 | Recognize good practice in creating slide content: use short concise phrases, bullet points, numbered lists. | |
| | | 6.3.1.2 | Enter text into a placeholder in standard, outline view. | |
| | | 6.3.1.3 | Edit text in a presentation. | |
| | | 6.3.1.4 | Copy, move text within, between presentations. | |
| | | 6.3.1.5 | Delete text. | |
| | | 6.3.1.6 | Use the undo, redo command. | |
| | 6.3.2 Formatting | 6.3.2.1 | Change text formatting: font sizes, font types. | |
| | | 6.3.2.2 | Apply text formatting: bold, italic, underline, shadow. | |
| | | 6.3.2.3 | Apply different colours to text. | |
| | | 6.3.2.4 | Apply case changes to text. | |
| | | 6.3.2.5 | Align text: left, centre, right in a text frame. | |
| | | 6.3.3 Lists | 6.3.3.1 | Indent bulleted text. Remove indent from bulleted text. |
| | | | 6.3.3.2 | Adjust line spacing before and after bulleted, numbered lists. |
| | 6.3.3.3 | | Switch between the different standard bullet, number styles in a list. | |
| | 6.3.4 Tables | 6.3.4.1 | Enter, edit text in a table slide. | |
| | | 6.3.4.2 | Select rows, columns, entire table. | |
| | | 6.3.4.3 | Insert, delete rows and columns. | |
| | | 6.3.4.4 | Modify column width, row height. | |
| | 6.4 Charts | 6.4.1 Using Charts | 6.4.1.1 | Input data to create built-in charts in a presentation: column, bar, line, pie. |
| 6.4.1.2 | | | Select a chart. | |
| 6.4.1.3 | | | Change the chart type. | |
| 6.4.1.4 | | | Add, remove, edit a chart title. | |
| 6.4.1.5 | | | Add data labels to a chart: values/numbers, percentages. | |
| 6.4.1.6 | | | Change the background colour of a chart. | |
| 6.4.1.7 | | | Change the column, bar, line, pie slice colours in a chart. | |
| 6.4.2 Organization Charts | | 6.4.2.1 | Create an organization chart with a labelled hierarchy by using a built-in organization chart feature. | |
| | | 6.4.2.2 | Change the hierarchical structure of an organization chart. | |
| | | 6.4.2.3 | Add, remove co-workers, subordinates in an organization chart. | |
| 6.5 Graphical Objects | 6.5.1 Insert, Manipulate | 6.5.1.1 | Insert a graphical object (picture, image, drawn object) into a slide. | |
| | | 6.5.1.2 | Select a graphical object. | |
| | | 6.5.1.3 | Copy, move graphical objects, charts within the presentation, between open presentations. | |

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| | | 6.5.1.4 | Resize, delete graphical objects, charts in a presentation. |
| | | 6.5.1.5 | Rotate, flip a graphical object. |
| | | 6.5.1.6 | Align a graphical object relative to a slide: left, centre, right, top, bottom. |
| | 6.5.2 Drawing | 6.5.2.1 | Add different types of drawn object to a slide: line, arrow, block arrow, rectangle, square, oval, circle, text box. |
| | | 6.5.2.2 | Enter text into a text box, block arrow, rectangle, square, oval, circle. |
| | | 6.5.2.3 | Change drawn object background colour, line colour, line weight, line style. |
| | | 6.5.2.4 | Change arrow start style, arrow finish style. |
| | | 6.5.2.5 | Apply a shadow to a drawn object. |
| | | 6.5.2.6 | Group, ungroup drawn objects in a slide. |
| | | 6.5.2.7 | Bring a drawn object one level forward, one level backward, to the front, to the back of other drawn objects. |
| 6.6 Prepare Outputs | 6.6.1 Preparation | 6.6.1.1 | Add, remove transition effects between slides. |
| | | 6.6.1.2 | Add, remove preset animation effects for different slide elements. |
| | | 6.6.1.3 | Add presenter notes to slides. |
| | | 6.6.1.4 | Select appropriate output format for slide presentation like: overhead, handout, on-screen show. |
| | | 6.6.1.5 | Hide, show slides. |
| | 6.6.2 Check and Deliver | 6.6.2.1 | Spell check a presentation and make changes like: correcting spelling errors, deleting repeated words. |
| | | 6.6.2.2 | Change slide setup, slide orientation to portrait, landscape. Change paper size. |
| | | 6.6.2.3 | Print entire presentation, specific slides, handouts, notes pages, outline view of slides, number of copies of a presentation. |
| | | 6.6.2.4 | Start a slide show from first slide, from current slide. |
| | | 6.6.2.5 | Navigate to next slide, previous slide, specified slide during a slide show. |