

Title	Use the main features and functions of a presentation application for a purpose		
Level	2	Credits	3

Purpose	<p>People credited with this unit standard are able to use the main features and functions of a presentation application for a purpose.</p> <p>This unit standard has been developed primarily for assessment within programmes leading to the New Zealand Certificate in Computing (User Fundamentals) (Level 2) [Ref: 2591] and the New Zealand Certificate in Computing (Foundation User) (Level 2) [Ref: 4132].</p>
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Classification	Computing > Generic Computing
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Available grade	Achieved
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Guidance Information

- 1 Assessment, where applicable, will be conducted in and for the context of a real or realistic situation and/or setting, and be relevant to current and/or emerging practice. The assessor may gather evidence over time from a range of scenarios rather than using one assessment where the learner has to demonstrate all of the required skills.
- 2 The purpose of the assessment will be provided to the learner. Text content may be provided to the learner, and should be unformatted. Data and media files may be provided to the learner, as may a brief which contains requirements against which the success or otherwise of the presentation can be evaluated. Text, graphics and media used must be appropriate for, and relevant to, the purpose of the presentation. Images must retain original integrity (i.e. they should not be distorted and should be at the appropriate resolution for the intended output). The presentation created must be of sufficient complexity to provide scope for the assessment evidence and to meet the intended purpose.
- 3 Foundation level presentation application skills refer to:
 - Creating* – selecting layout and design, entering range of content, acknowledgment of sources;
 - Formatting* – themes/master pages, layout and design templates, timing, effects, readability and legibility, notes;
 - Editing* – sort, move, copy, insert, delete, undo/redo, check spelling and grammar, changing background colours/styles;
 - Navigating* – transitions, use of hyperlinks, moving between slides, menus, buttons
 - Printing* – slides, handouts, hard copy, soft copy;

Saving and sharing – naming; saving, (including as a new file/new file type, in logical structures, to local and shared folders and to the cloud; attaching to email; reviewing and commenting.

This list is not exhaustive and assessors will need to determine the level of other foundation level presentation application skills if included.

4 Definitions

Copyright refers to the exclusive legal right given to a creator to control the reproduction of their work.

Design principles of information presentation refers to order of presentation of information, clarity, simplicity, readability, consistency and appropriateness for intended audience, sequence, contrast, repetition and alignment.

Design principles of screen layout refers to composition of elements, text hierarchy, consistent typography, balance, harmony, proportion, sequence, contrast, repetition, alignment and proximity.

Effects refer to sound, animations and transitions.

Good practice in this context includes selecting and using the appropriate feature or function to enable correct use of presentation tools. It also refers to the impact of design choices on clarity for audience, such as use of slide titles, short concise phrases, bullet points, numbered lists, appropriate fonts (size and types), colours, graphics, and using different presentation view modes as appropriate (design, editing, reordering, printing, presenting).

Presentation in this context means the creation of content on a digital device. Content may include but is not limited to – media (including moving images, graphics and sound), graphs; the use of both text and graphics to produce output for use as handouts, as well as sequences that can be viewed on screen.

Share refers to offering access to digital information or resources for collaboration, reviewing, downloading, and/or modification.

User interface refers to the means by which the user and the computer system interact, in particular, the use of input devices and software functions and features.

5 Legislation relevant to this unit standard includes but is not limited to the:

Copyright Act 1994

Copyright (New Technologies) Amendment Act 2008

Harmful Digital Communications Act 2015

Health and Safety at Work Act 2015

Privacy Act 2020

and any subsequent amendments.

Current legislation and regulations can be accessed at <http://legislation.govt.nz>.

6 Reference

ACC5637 Guidelines for Using Computers - Preventing and managing discomfort, pain and injury. Accident Compensation Corporation - Department of Labour, 2010; available from Worksafe New Zealand, at

<http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/guidelines-for-using-computers>.

Outcomes and performance criteria

Outcome 1

Use the main features and functions of a presentation application for a purpose.

Performance criteria

1.1 User interface of a presentation application is navigated effectively using good practice.

Range includes but is not limited to – shortcuts, screen display options, navigation between views, finding help.

1.2 Main features and functions of a presentation application are used to create, format, edit, navigate, print, save and share presentation in accordance with purpose and using good practice.

Range includes at least 15 foundation level presentation application skills with a selection from each of the following categories – creating, formatting, editing, navigating, printing, saving and sharing.

1.3 The application of the design principles of screen layout and of information presentation are demonstrated in the presentation.

Range includes clear and consistent presentation of content; readable by the intended audience.

1.4 Sources of content used are referenced in accordance with recognised copyright requirements, and comply with New Zealand legislation.

Replacement information	This unit standard replaced unit standard 5940 and 26744.
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Planned review date	31 December 2026
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	19 January 2017	31 December 2024
Review	2	26 May 2022	N/A

Consent and Moderation Requirements (CMR) reference	0099
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Toi Mai Workforce Development Council qualifications@toimai.nz if you wish to suggest changes to the content of this unit standard.