

ICT Presentation Essentials

Exam Objectives



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Exam/Course Objectives

The ICT *Presentation Essentials* courseware teaches the following skills objectives:

Domain 11.1: Describe the characteristics of modern presentations, including software, planning, legal use of multimedia, and the impact of emerging technologies.

- 11.1.1: Describe presentation software and hardware and the ways it can be used.
- 11.1.2: Describe how AI will change presentation software.
- 11.1.3: Describe why presentation skills are valuable in a career path.
- 11.1.4: Plan an effective presentation.
- 11.1.5: Describe copyright and trademark best practices.
- 11.1.6: Describe fair use guidelines in presentations.
- 11.1.7: Describe accessibility considerations in presentation.
- 11.1.8: Design a presentation using best practices.

Domain 11.2: Understand how to work with presentation slides when creating or doing basic editing.

- 11.2.1: Create, save, and open a presentation using software menus and toolbars.
- 11.2.2: Add and format titles, subtitles and talking points in presentation slides.
- 11.2.3: Use themes or designer tools to create professional slides efficiently.
- 11.2.4: Modify the existing design of a presentation.
- 11.2.5: Insert and format images/graphics in presentation slides.
- 11.2.6: Insert new or duplicate slides in a presentation.
- 11.2.7: Modify the sequence of slides in a presentation.

Domain 11.3: Describe how to use advanced editing techniques to efficiently create a professional presentation experience for the audience, including delivery skills.

- 11.3.1: Create and/or modify a "slide master" or template to apply a consistent appearance to a presentation.
- 11.3.2: Create and modify slide transitions in a presentation.
- 11.3.3: Insert and/or modify sound settings in a presentation
- 11.3.4: Use animation to enhance a slide.
- 11.3.5: Describe how to use speaker notes in a presentation.
- 11.3.6: Modify a presentation's setup to repeat (i.e., loop) the presentation continuously.
- 11.3.7: Produce a presentation that includes text, graphics and images, and present it.