

**EUROPEAN COMPUTER DRIVING LICENCE /  
INTERNATIONAL COMPUTER DRIVING LICENCE**  
**SYLLABUS VERSION 5.0**  
**M6 Presentation**



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## Module 6 – Presentation

The following is the Syllabus for Module 6, *Presentation*, which is the basis for the practice-based test in this module.

### Module Goals

**Module 6** *Presentation*, requires the candidate to demonstrate competence in using presentation software. The candidate shall be able to prepare and create standard presentations using different kinds of slide layouts. The candidate shall also be able to format and modify presentation content, and to copy and move text, pictures, images and charts within their presentation. In the module the candidate shall demonstrate the ability to accomplish common tasks with images, charts and drawn objects, and to use various slide show effects to enhance their message. The candidate shall keep the audience in mind when developing their presentation, and also recognise some sensible good practices like limiting the word count in slides and choosing appropriate slide types to illustrate different kinds of information. The candidate shall recognise the importance of spell checking their slides ahead of delivery.

CATEGORY	SKILL SET	REF.	Task Item
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 (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 in 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	Recognise good practice in applying titles to slides: use a different title for each slide to distinguish it in outline view, 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.

CATEGORY	SKILL SET	REF.	Task Item
		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).
	<i>6.2.3 Master Slide</i>	6.2.3.1	Insert a graphical object (picture, image, drawn object) into a master slide. Remove a graphical object from a master slide.
		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.
<b>6.3 Text</b>	<i>6.3.1 Handling Text</i>	6.3.1.1	Recognise good practice in expressing 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.
	<i>6.3.2 Formatting</i>	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.
	<i>6.3.3 Lists</i>	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.
	<i>6.3.4 Tables</i>	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.

CATEGORY	SKILL SET	REF.	Task Item	
		6.3.4.4	Modify column width, row height.	
<b>6.4 Charts</b>	<i>6.4.1 Using Charts</i>	6.4.1.1	Input data to create built-in charts in a presentation: column, bar, line, pie.	
		6.4.1.2	Change the chart type.	
		6.4.1.3	Add, remove, edit a chart title.	
		6.4.1.4	Change the background colour of the chart.	
		6.4.1.5	Change the column, bar, line, pie slice colours in the chart.	
	<i>6.4.2 Organisation Charts</i>	6.4.2.1	Create an organisation chart with a labelled hierarchy. (Use a built-in organisation chart feature).	
6.4.2.2		Change the hierarchical structure of an organisation chart.		
6.4.2.3		Add, remove co-workers, subordinates in an organisation chart.		
<b>6.5 Graphical Objects</b>	<i>6.5.1 Insert, Manipulate</i>	6.5.1.1	Insert a graphical object (picture, image, drawn object) into a slide.	
		6.5.1.2	Copy, move graphical objects, charts within the presentation, between open presentations.	
		6.5.1.3	Resize, delete graphical objects, charts in a presentation.	
		6.5.1.4	Rotate, flip a graphical object.	
		6.5.1.5	Align a graphical object relative to a slide: left, centre, right, top, bottom.	
		<i>6.5.2 Drawing</i>	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		Bring a drawn object one level forward, one level backward, to the front, to the back of other drawn objects.	
<b>6.6 Prepare Outputs</b>	<i>6.6.1 Preparation</i>	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 notes for the presenter to slides.	

CATEGORY	SKILL SET	REF.	Task Item
		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 <i>Check and Deliver</i>	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.
		6.6.2.5	Navigate to next slide, previous slide, specified slide during a slide show.