



PRESENTATIONS

Syllabus



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Introduction

Competition, innovation and social cohesion increasingly depend on the strategic and effective use of new information and communication technologies. This requires competence, creativity, and awareness on the part of those who use ICT tools every day.



Obtaining and certifying these skills through a recognised, objective system facilitates mobility. A commonly-accepted 'language' in this sector provides the opportunity for everyone to think about their own ICT competence, and, more importantly, to display these skills on their CV. When applying for jobs this gives candidates something extra, something that employers are undoubtedly looking for. The skills outlined in this document represent a 'structure' for defining e-competence that could be transferred onto the Europass Curriculum. *From the Introduction to e-Competence Framework for ICT Users.*



The e-Competence Framework for ICT Users was developed by CEN, the European Committee for Standardisation, based on a series of EU rules and policies, including:

- [European e-Skills Summit Declaration](#);
- [Decision 2318/2003/EC](#) by the European Parliament and Council to adopt a multiannual programme for the effective integration of information and communication technologies (ICT) in education and training systems in Europe (eLearning Programme);
- [e-Skills in Europe: Towards 2010 and Beyond](#). A summary of the European e-Skills Forum report presented at the European e-skills Conference;
- European Commission communication on e-Skills [in the 21st Century: Fostering Competitiveness, Growth and Jobs](#);
- [Digital agenda for Europe](#).

The e-competence framework provides an overall outline of the digital skills that an average user of computers, the internet and new information and communication technologies should possess. **The use of a shared language to describe skills and proficiency levels makes it easily understandable throughout Europe and beyond.** The tool was created to facilitate the immediate assessment of IT skills in varying environments and for different groups of people. These include students, employees, managers, Human Resource departments, those working in educational institutions, policy makers and those in the public sector.

Our **User Programme** makes direct reference to classifications provided by the **e-Competence Framework for ICT Users (e-CF)**, making it relevant and applicable in all sectors: it is the first programme of its kind to make full use of the framework's structure, rather than simply replicating the principle ideas. The **User Programme**, more precisely, assesses and certifies intermediate ICT skills, as described in the summary table of the **e-Competence Framework for ICT Users – Part 2: User Guidelines**.

The **User Programme** is a great way to objectively demonstrate the ability to correctly and maturely use ICT tools in a school or university environment, at work, or on a personal level.

The programme takes into account the independent nature of different software and hardware producers, and fulfils all criteria for interoperability and neutrality.

Study Center EIPASS

Our method

Going beyond the tired 'explanation, activity, test' method, we propose a new way to link and describe the content of the modules, based on that used in the **e-Competence Framework for ICT Users – Part 2: User Guidelines**.

The programme is the obvious choice for those who need to build their ICT skills and obtain a certification. For every topic, we have provided a reference framework which consists of:

- a basic definition of the skill;
- everything the User must know in about the topic, the theory or *knowledge*.
- the *skills* related to the aforementioned theory that a certified User must possess.

Procedures and tools

In order to prepare for the test, the candidate has full access to the online training and support available in your reserved area on DIDASKO platform.

To pass the exam, the candidate must be able to correctly answer at least 75% of the 30 questions for each module. The idea is that every module represents a specific skill. Due to the links between these skills, the candidate is free to choose the order in which they want to move through the modules.

MODULE

PRESENTATIONS

What does an EIPASS Certified User know how to do?

A Certified User is able to project and carry out a presentation in an effective way, making use of all the functionalities provided to allow a better final result. He/she knows how to personalise existing templates according to the message to be transmitted.

He/she also knows how to share and deliver a professional-quality presentation, assessing the content quality and the ethics of the message that is being delivered.

Module contents

Creating a presentation

- Basic steps
- Slides

Textual elements

- Managing the text
- Text formatting
- Formatting lists
- Inserting and editing tables

Graphic objects

- Use of charts
- Organisation charts
- Use of images and shapes
- Adding graphics to a slide

Running a presentation

- Preparation
- View
- Saving and printing a presentation

1 | CREATING A PRESENTATION

The user knows how to create a presentation for professional or personal use, to identify and manage, with confidence, the main characteristics and functions of the user interface. He/she can assess the expectations of the audience and understand how to provide meaningful content delivered in an appropriate manner, and understand the impact a presentation can have on users.

Knowledge		Skills	
A certified User knows about...		A certified User can...	
1.1	Basic steps	1.1.1	Identify all of the elements of the interface
		1.1.2	Identify and describe all of the features of the work area
		1.1.3	Manage all of the view modes: normal, outline view, slide sorter, notes page and reading view
1.2	Slides	1.2.1	Choose the layout based on the type of presentation that is being prepared
		1.2.2	Choose the theme of the presentation to add graphic elements and give the presentation more impact
		1.2.3	Choose the background colour of the slide
		1.2.4	Copy, move and delete slides

2 | TEXTUAL ELEMENTS

The user can insert and manage text, lists and tables in the slides, using all of the formatting tools available to render the presentation appropriate for its intended use and ensure the message is conveyed.

Knowledge		Skills	
A certified User knows about...		A certified User can...	
2.1	Working with textual elements	2.1.1	Insert text into a slide; delete the subtitle and other default placeholders; create a text box
		2.1.2	Reposition text within a slide; manage the resizing and orientation options
		2.1.3	Copy text
		2.1.4	Move text from one presentation to the other
2.2	Text formatting	2.2.1	Choose the font and size
		2.2.2	Choose the style
		2.2.3	Choose the background colour of the slide
		2.2.4	Apply the <i>Upper case/lower case</i> command
		2.2.5	Use all the options available to align the text
2.3	Formatting lists	2.3.1	Change the indentation of lists and use the ruler
		2.3.2	Edit the interface
		2.3.3	Choose the style
2.4	Inserting and editing tables	2.4.1	Insert a table and format it
		2.4.2	Copy, move and delete slides
		2.4.3	Change the height of a row or the width of a column

3 | GRAPHIC OBJECTS

A User can enrich a presentation with non-textual elements, express concepts through images and multimedia, use drawings, include audio-video files, animate content of a single slide. He/she can add appropriate multimedia elements to a presentation, insert basic animations and use all the creative tools in an accurate way.

Knowledge		Skills	
A certified User knows about...		A certified User can...	
3.1	Charts	3.1.1	Create, edit and format a graphic
		3.1.2	Edit the type of chart, choosing from those available: column, histogram, lines graphs, pie charts, bar charts
		3.1.3	Create, edit and format a chart
		3.1.4	Insert and delete labels
		3.1.5	Choose the background colour of the slide
3.2	Organisation charts	3.2.1	Create an organisation charts
		3.2.2	Edit the structure of an organisation chart
		3.2.3	Add and delete elements in an organisation chart
3.3	Use of images and shapes	3.3.1	Inserte an image in a slide, also by downloading from the internet; delete an image
		3.3.2	Copy, move and delete slides
3.4	Graphic objects	3.4.1	Move a graphic object around in the slide
		3.4.2	Flip and reverse graphics

4 | RUNNING A PRESENTATION

A User can finalise and save a file for further use, and transition tools including animation, inserting audio and video Spellcheck Manage Views Printing.

Knowledge		Skills	
A certified User knows about...		A certified User can...	
4.1	Transition tools	4.1.1	Use transition effects; insert audio effects and set-up slide change times
		4.1.2	Use animations with the preview function
		4.1.3	Spellcheck
4.2	View	4.2.1	Manage View options
		4.2.2	Set up slide view times
		4.2.3	Create a automatic presentation
4.3	Saving and printing a presentation	4.3.1	Save the presentation
		4.3.2	Manage print options



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