

ECCC SYLLABUS

MODULE: **IT M8** BUSINESS GRAPHIC

LEVEL: **EXPERT (D)**

A range of exam in the module contains all tasks from medium level (C) plus competences pointed out below.

COMPETENCE GROUP	COMPETENCE WITHIN ECCC STANDARDS
1. Optimizing in Power Point	1.1 Images compression 1.2 Avoiding font embedding 1.3 Converting text list into diagrams and self modification of diagrams
2. Setting of slide show to speaker's needs	2.1 Configuration of slide show 2.2 Defining a way of using a slide show 2.3 Cooperation with comments 2.4 A work with macro – creating, editing, testing and starting up
3. Cooperation of Power Point with devices and another programmes	3.1 Recording a presentation on CD by Power Point 3.2 Converting a presentation into a website 3.3 Making an access to a presentation – cooperation with Outlook
4. Databases security in a presentation	4.1 Safe format of presentation 4.2 Authorization limited by password 4.3 Digital sign in power point file