

ECCC SYLLABUS

MODULE: **IT M8 BUSINESS GRAPHIC**

LEVEL: **BASIC (A)**

The exam covers all the material taught at basic level **(A)** together with the skills presented below.

COMPETENCE GROUP	COMPETENCE WITHIN ECCC STANDARDS
1. Creating a presentation	1.1. Making a new presentation of the standard template. 1.2. Adding, removing and using existing slides. 1.3. Themes presentation. 1.4. Basic properties of objects in the presentation (size, variety of location, the type of object), views of the presentation.
2. Designing a presentation	2.1. Text boxes presentation. 2.2. Editing text (paragraph, font, alignment, bulleted and numbered lists). 2.3. Transforming the outline of the presentation.
3. Graphic elements in the presentation	3.1. Inserting tables. 3.2. Inserting images (shapes, charts, diagrams).
4. Animation	4.1. Animation elements of the slide. 4.2. Transition effects, adding sound.
5. Slide Presentation	5.1. Preparing the show presentations. 5.2. The choice of presentation route. 5.3. Printing your presentation.