

ECCC SYLLABUS

MODULE: **IT M8 BUSINESS GRAPHICS**

LEVEL: **INTERMEDIATE (B)**

The examination of this module includes all issues from basic (A) extended to the competences set out below.

COMPETENCE GROUP	COMPETENCE WITHIN ECCC STANDARDS
1. Creating a presentation	1.1. Creating your own pattern of presentation (defining the basic properties of the presentation). 1.2. Header and Footer. 1.3. Working in different views.
2. Designing a presentation	2.1. Creating your own theme presentation (background, colors and fonts). 2.2. The layout, the order and appearance of the slides. 2.3. Styling text and correct presentation - spelling and language. 2.4. Protection of the presentation. 2.5. Creating notes for the presenter.
3. Presentation graphic elements	3.1. Enriching slides with graphic elements (images, clip art) and their modification. 3.2. Modifying and clustering shapes. 3.3. Formatting charts and tables. 3.4. Inserting and formatting charts.
4. Animations	4.1. Custom Animation. 4.2. Adding animation to objects, play and modify sounds and movies. 4.3. Creating a hyperlink and attaching the action to the text.
5. Presentation shows	5.1. Developing a presentation slide show - the type of show, slide switch, portable presentations. 5.2. Rehearsing, Timings, narration, and the use of the presenter view. 5.3. Printing your presentation (notes and handouts).