

ECCC SYLLABUS

MODULE: **IT M8** BUSINESS GRAPHIC

LEVEL: **ADVANCED (C)**

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

COMPETENCE GROUP	COMPETENCE WITHIN ECCC STANDARDS
1. Formatting slides	1.1 Formatting a text in a slide 1.2 Creating special colour effects 1.3 Downloading slides from another presentation 1.4 Modification of shapes, charts and illustrations 1.5 Reworking graphs using forms of configuration and styles
2. Creative presentation	2.1 Choosing type of slide show 2.2 Different options of the same presentation 2.3 Utile configuring functions 2.4 Controlling animation's effects
3. Interactive presentation	3.1 Adding sounds and videos 3.2 Creating own soundtrack 3.3 Creating and defining action 3.4 Creating and defining links
4. Power Point Customizing	4.1 Speaker's help 4.2 Defining a way of dividing a slide show 4.3 Defining files' saving - where and how often 4.4 Opening documents in define view 4.5 Optimisation of print 4.6 Developer – its functions and displaying