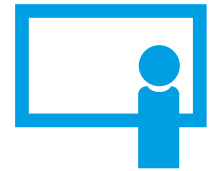**ICDL Workforce**

PRESENTATIONS

The Presentations module covers the main concepts and skills needed to work with presentation software to create and use presentations.

Presentations are a helpful way of communicating information, whether it is to be delivered by a speaker or used as a reference or guide. Being able to present information so that it can be clearly understood is a valuable skill in the workplace.

This module is suitable for a wide range of candidates in any type of job role that involves communicating with different audiences for different purposes.

Develop the skills needed to communicate information using presentation software.

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The Presentations Module is part of the ICDL Workforce Programme, designed to build the digital skills of the modern workplace.

Main learning outcomes

Successful candidates will be able to use presentation software to create and edit presentations. After passing this module, candidates will feel confident planning, creating, and outputting a presentation. They will be able to:

- understand the key concepts of using presentation software

- identify the options available in built-in layouts, designs, and themes

- recognise good practice in formatting text and tables

- know how to add charts, pictures, and drawn objects to enhance presentations

- prepare a presentation to be used for presenting or printing

Why certify with ICDL?

- ICDL certification is internationally recognised by employers and institutions.

- ICDL modules are developed with input from computer users, subject matter experts, and practising professionals from all over the world.

- The regularly updated syllabus content reflects day-to-day tasks and responsibilities typical of job roles.

- ICDL modules focus on skills acquisition as well as an understanding of concepts.

- ICDL syllabus content is vendor-independent so that skills and knowledge are transferable.

- ICDL has rigorous Quality Assurance Standards (QAS) and regular quality audits are conducted internally and externally.

Module Overview	
Category	**Skill Set**
Using the Application	• Working with Presentations • Enhancing Productivity
Developing a Presentation	• Presentation Views • Slides • Master Slide
Text	• Handling Text • Formatting • Tables
Charts	• Using Charts • Organisation Charts
Graphical Objects	• Insert, Manipulate • Drawing
Prepare Outputs	• Preparation • Check and Deliver

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