

## ICDL Professional



# PRESENTATIONS (ADVANCED)



The Presentations (Advanced) module covers the advanced skills needed to plan and create effective presentations, manage and protect presentations, as well as the technical considerations of giving presentations.

Presentations are helpful in a wide range of business settings and are now a standard communication tool. At the same time, how information is presented has a big impact on how well that information is understood. Workers need to be able to communicate complex information in ways that suit different types of audience and for different purposes.

This module is suitable for a wide range of candidates; for example, employees who need to share knowledge with others, entrepreneurs pitching for support or investment, businesspeople selling a product or service, or academics presenting research findings or new projects.

**Develop the skills needed to plan, create, and deliver presentations to a range of audiences.**

## The Presentations (Advanced) Module is part of ICDL Professional, designed to meet the needs of modern professionals in a range of sectors.

### Main learning outcomes

Successful candidates will be able to plan and design complex presentations that communicate effectively with the target audience in the chosen venue. After passing this module, candidates will feel confident creating advanced presentations from scratch. They will be able to:

- understand and adapt to the demographics of the audience
- recognise the importance of graphical elements and when to use them
- identify where and how multimedia elements can enhance a presentation
- apply settings to improve the attractiveness and delivery of presentations
- understand technical considerations such as equipment, lighting, and accessibility.

### 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
Presentation Planning	<ul style="list-style-type: none"> <li>• Audience and Environment</li> <li>• Design, Content and Layout</li> </ul>
Slide Masters and Templates	<ul style="list-style-type: none"> <li>• Slide Masters</li> <li>• Templates</li> </ul>
Graphical Objects	<ul style="list-style-type: none"> <li>• Formatting Drawn Objects</li> <li>• Formatting Pictures, Images</li> <li>• Handling Graphical Objects</li> </ul>
Charts and Diagrams	<ul style="list-style-type: none"> <li>• Using Charts</li> <li>• Using Diagrams</li> </ul>
Multimedia	<ul style="list-style-type: none"> <li>• Audio, Video</li> <li>• Animation</li> </ul>
Enhancing Productivity	<ul style="list-style-type: none"> <li>• Linking, Embedding</li> <li>• Importing, Exporting, Securing</li> </ul>
Managing Presentations	<ul style="list-style-type: none"> <li>• Custom Shows</li> <li>• Slide Show Settings</li> <li>• Slide Show Delivery</li> </ul>

