

Year 9: ASK Yourself!

Subject: ECDL

Unit: Autumn Term - PowerPoint

	Launching 4	Developing 3	Progressing 2	Mastering 1
S kills				
	I can create a PowerPoint presentation. (E, S, L)	I can create a PowerPoint presentation and make notes for the speaker. (E, S, I, L)	I can create an effective PowerPoint presentation that includes images and animation that is appropriate for the audience. (E, S, I, L)	I can create an effective PowerPoint presentation that uses animation and slide transitions appropriately to suit a given audience. (E, S, I, L)
K nowledge				
	I know how to save a presentation with an alternative file format. (I, E)	I know how to apply custom animation to my presentation. (I, E)	I know how to print a presentation in the most appropriate format. (E, I, S)	I can use images, charts and graphs in a presentation to get my point across. (I, E, L, E)
	I know that there are master pages to help me set up a presentation. (I)	I know how to put a header/footer on all slides using the master slide. (I)	I know how to apply formatting using the master slide. (E, I, E)	I know how to use the full range of views to aid the creation of an effective slide show including the slide sorter and the master slide. (I, E)