



*Ministry of cooperatives
Labour and Social Welfare*



*Iran Technical and Vocational
Training Organization*

Deputy of training
Plan and curriculums office

Competency Training standard

Title

PowerPoint 2010

Occupational group

Information Technology (IT)

International code

2523-53-118-1

Date of standard compilation: : 2015/12/15

Control of board on content compilation and accreditation: Plan and curriculums office
National code:2523-53-118-1

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- Iran Information Technology Development Co
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Revision Process:

- Scientific content
- According to market
- Equipment
- Tools

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Definitions:

Job standard:

The characteristics ' required competencies and abilities for Efficient Performance in work environment is called "the Job standard", and sometimes “The Occupational standard”

Training standard:

The Training Map for achieving the Job’s subset Competencies.

Job title:

Is a set of Tasks and Abilities which is expected from an employed person in the defined level

Job description:

A statement covering the most important elements of a job, namely the position or title of the job, the duties, job’s relation with other jobs in a occupational field, the responsibilities, workplace conditions and required performance standards.

Course duration:

The minimum of time which is required to achieve the training objects.

Admission requirements:

The minimum of competencies and abilities which are obligatory for a potential admission.

Evaluation:

The process of collecting evidence and judgment about whether a competency is achieved or not.

Include: written examination, practical examination

Required Qualifications for Trainers:

The minimum of Trainer’s technical and vocational abilities which the trainer is required to have.

Competency:

The ability of efficient performing a duty in a variety of workplaces conditions

Knowledge:

The minimum set of facts and mental capacities which is necessary for achieving a competency. This can include science, (Mathematics, physics, chemistry or biology), technology or technical.

Skill:

The minimum coordination between mind and body for achieving an ability or competency. It normally applied to practical skills.

Attitude:

A set of emotional behaviors required for achieving a competency and can have non-technical skills and occupational ethics.

Safety:

The cases which doing or not doing something can cause harm or accident

Environmental Consideration:

A set of consideration about the act which should be done to minimize the environmental damage or pollution.

Competency Title:

PowerPoint 2010

Competency Description:

PowerPoint is a presentation software program that is part of the Microsoft Office package. PowerPoint uses a graphical approach to presentations in the form of slide shows that accompany the oral delivery of the topic. This program is widely used in business and classrooms and is an effective tool when used for training purposes. PowerPoint is one of the simplest computer programs to learn. It is the number 1 program used worldwide for presentations. Anyone can create stunning presentations that look like they were designed by a professional.

Admission Requirements:

minimum degree of education: Post first year of high school

minimum physical and mental ability:

prerequisite skills: ICDL 2 or Similar

Course Duration:

Course duration : 30 hours

-theoretical:10 hours

-practical:20 hours

-apprenticeship:... hours

-project:... hours

Evaluation :(%)

Exam 77-883

**Published:** November 3, 2010**Languages:** English**Audiences:** Information workers**Technology:** Microsoft Office 2010 suites**Credit toward certification:** MOS:**IRANTVTO Evaluation :(%)**

Written Examination:25%

Practical Examination:65%

Ethics:10%

Microsoft Certified Solutions Expert (MCSE) - Microsoft Certified IT Professional (MCITP) degree holders with 2 years experiences

Competency training standard

Tasks

	Title
1	Manage the PowerPoint environment
2	Create a slide presentation
3	Work with graphical and multimedia elements
4	Create charts and tables
5	Apply transitions and animations
6	Collaborate on presentations
7	Prepare presentations for delivery
8	Deliver presentations

Training standard
Contents analysis form

Title: Manage the PowerPoint environment	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill:				From Microsoft
Manipulate the PowerPoint window				
Configure the Quick Access Toolbar (QAT)				
Configure PowerPoint file options				
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Training standard
Contents analysis form

Title: Create cell data	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill:				From Microsoft
Apply slide size and orientation settings				
Add and remove slides				
Format slides				
Enter and format text				
Format text boxes				
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Training standard
Contents analysis form

Title: Work with graphical and multimedia elements	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: Manipulate images				From Microsoft
Modify WordArt and shapes				
Manipulate SmartArt				
Edit video and audio content				
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Training standard
Contents analysis form

Title: Create charts and tables	time				
	theoretical	practical	total		
	Determined by the instructor				
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books	
Knowledge and Skill:				From Microsoft	
Insert and modify charts					
Apply chart elements					
Manipulate chart layouts					
Manipulate chart elements					
Attitude: Speed and accuracy in doing the right thing					
Health & Safety: Compliance with safety protection in the workplace					
Environmental Consideration: Compliance with environmental protection					

Training standard
Contents analysis form

Title: Apply transitions and animations	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill:				From Microsoft
Apply effect and path options				
Apply and modify transitions between slides				
Manipulate animations				
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Training standard
Contents analysis form

Title: Collaborate on presentations	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: Apply proofing tools				From Microsoft
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Training standard
Contents analysis form

Title: Prepare presentations for delivery	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill:				From Microsoft
Share presentations				
Print presentations				
Protect presentations				
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Training standard
Contents analysis form

Title: Deliver presentations	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: Set up slide shows Set presentation timing Record presentations				From Microsoft
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Equipment & Tools & Materials & Resources (books, site, software...) form

*Required quantity for each 16 Trainees