



Ministry of cooperatives
Labour and Social Welfare



Iran Technical and Vocational
Training Organization

Deputy of training
Plan and curriculums office

Competency Training standard

Title

Microsoft Power Point2016

Occupational group

INFORMATION TECHNOLOGY (IT)

International code

2519-53-103-1

Date of Standard Compilation: 2016/03/05

Control of board on content compilation and accreditation: Plan and curriculums office
National code: 2519-53-103-1

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Revision Process:

- Scientific content
- According to market
- Equipment
- Tools

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8						

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:

Microsoft Power Point 2016

Competency Description:

Microsoft PowerPoint is a slide show presentation program currently developed by Microsoft. PowerPoint initially named "Presenter", was created by Forethought Inc.. Microsoft's version of PowerPoint was officially launched on May 22, 1990, as a part of the Microsoft Office suite. PowerPoint is useful for helping develop the slide-based presentation format, and is currently one of the most commonly-used presentation programs available

Admission Requirements:

minimum degree of education: Post first year of high school

minimum physical and mental ability:-

Prerequisite skills: icdl 2

Course duration:

Course duration: 50 hours

-Theoretical :15 Hours

-Practical :35 Hours

-Apprenticeship:... Hours

-Project:... Hours

Evaluation :(%)

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IRANTVTO Evaluation :(%)

Written Examination:25%

Practical Examination:65%

Ethics:10%

Required Qualifications for Trainers:

Computer engineer with 3 years experience

Competency Training Standard

Competencies

	Title
1	Creating a PowerPoint Presentation
2	The Ribbon
3	The Quick Access Toolbar
4	The Backstage View (The File Menu)
5	Formatting Microsoft PowerPoint Presentations
6	Working with Images
7	Working with Tables and Charts
8	Customizing Presentations
9	Presentation Masters
10	Working with Special Effects
11	Using SmartArt
12	Multimedia
13	Setting up the Slide Show
14	Outlines and Slides
15	Managing Multiple Presentations
16	Sharing and Securing a Presentation
17	Finalizing Microsoft PowerPoint Presentations

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Training standard

Contents analysis form

Title: Creating a PowerPoint Presentation	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: <ul style="list-style-type: none"> • Starting Microsoft PowerPoint • Normal View • Creating a Presentation • Saving a Document • Maintain Backward Compatibility • Importing a File • The Status Bar • Closing a Presentation 	Determined by the instructor			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: The Ribbon	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: <ul style="list-style-type: none"> • The Ribbon • Tabs • Groups • Commands 	Determined by the instructor			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: The Quick Access Toolbar	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: <ul style="list-style-type: none"> • Adding Common Commands • Adding More Commands with the Customize Dialog Box • Adding Ribbon Commands or Groups • Placement 	Determined by the instructor			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: The Backstage View (The File Menu)	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: <ul style="list-style-type: none"> • Introduction to the Backstage View • Opening a Presentation • New Presentations and Presentation Templates • Modifying Presentation Properties • Adding Your Name to Microsoft PowerPoint 	Determined by the instructor			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: Formatting Microsoft PowerPoint Presentations	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: <ul style="list-style-type: none"> • Selecting a Slide Layout • Adding Text • Adding Text from a Text File or Word Outline • Editing Text • Formatting Text • Formatting Text as WordArt • Creating Bulleted and Numbered Lists • Formatting Text Placeholders • Formatting Text into Columns • Adding Slides to a Presentation • Duplicating an Existing Slide • Deleting Slides • Hiding Slides • Arranging Slides 	Determined by the instructor			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: Working with Images	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: <ul style="list-style-type: none"> • Adding Images to a Slide • Inserting a Picture • Inserting Clip Art • Capturing and Inserting a Screenshot • Editing an Image • Formatting Images • Adding Effects to an Image • Applying a Style and Cropping an Image • Grouping and Ungrouping Images • Arranging Images • Adding Shapes • Apply Borders to a Shape • Modify Shape Backgrounds • Aligning and Grouping Shapes • Apply Styles to a Shape • Create a Custom Shape • Displaying Gridlines for Shapes • Adding Text to Shapes in Columns 	Determined by the instructor			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

From: Microsoft

Training standard

Contents analysis form



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Training standard
Contents analysis form

Title: Working with Tables and Charts	time			Equipments ,tools, materials ,books
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				
Knowledge and Skill: <ul style="list-style-type: none"> • Inserting a Table • Formatting Tables • Importing Tables from External Sources • Inserting a Chart • Formatting a Chart <ul style="list-style-type: none"> ▪ Modifying Chart Type ▪ Adding Legends to Charts ▪ Modifying Number or Rows and Columns • Importing Charts from External Sources 	Determined by the instructor			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: Customizing Presentations	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: <ul style="list-style-type: none"> • Applying a Theme <ul style="list-style-type: none"> ▪ Previewing and Selecting a Theme ▪ Customizing a Theme ▪ Saving a Custom Theme ▪ Setting a Default Theme • Applying a Background Style <ul style="list-style-type: none"> ▪ Apply a Built-in Background Style ▪ Modify Slide Backgrounds ▪ Create and Apply a Background Style • Adding a Footer • Controlling Page Numbers • Arranging and Printing Sections <ul style="list-style-type: none"> ▪ Using Sections ▪ Removing Sections ▪ Printing Sections 	Determined by the instructor			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:	time			
	theoretical	practical	total	
	Presentation Masters	Determined by the instructor		
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: <ul style="list-style-type: none"> • Working with the Slide Master • Slide Layouts • Formatting Slide Masters and Layouts • Adding a Watermark to Your Presentation • Adding Slide Numbers Using the Slide Master • Inserting a New Slide Master • Preserving a Slide Master • Modifying the Notes Master • Modifying the Handout Master • Adding a Header and Footer to Notes and Handouts 	Determined by the instructor			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: Working with Special Effects	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: <ul style="list-style-type: none"> • Animating Text and Objects • Working with the Animation Painter • Setting Animation Timing • Animating a Chart 	Determined by the instructor			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				

Iran Technical and Vocational Training Organization

Training standard

Contents analysis form

Title: Using SmartArt	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: <ul style="list-style-type: none"> • Inserting SmartArt Graphics • Modifying SmartArt Graphics • Resizing/Repositioning a SmartArt Object <ul style="list-style-type: none"> ▪ Resize a SmartArt Shape ▪ Reverse Direction ▪ Resize a SmartArt Graphic ▪ Reposition a SmartArt Graphic • Inserting Text into a SmartArt Object • Creating SmartArt from a List • Formatting Text in a SmartArt Object • Adding Shapes to a SmartArt Object • Ungrouping SmartArt Objects 	Determined by the instructor			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: Multimedia	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: <ul style="list-style-type: none"> • Creating a Photo Album • Adding Captions • Applying a Theme to Your Album • Customizing an Album • Inserting Sounds and Video • Inserting a Sound File • Inserting a Video File • Adjusting Media Window Size • Inserting a YouTube Video <ul style="list-style-type: none"> ▪ Editing Media Clips <ul style="list-style-type: none"> ▪ Editing an Audio Clip ▪ Editing a Video Clip • Link to External Media 	Determined by the instructor			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: Setting up the Slide Show	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: <ul style="list-style-type: none"> • Setting up a Custom Show • Configuring Slide Show Resolution • Creating a Hyperlink • Adding an Action Button • Jumping to Another Presentation • Using Rehearse Timings • Navigating within a Slide Show • Annotating a Presentation • Creating a Presenter-Independent Slide Show • Setting Up a Slide Show to Repeat Automatically 	Determined by the instructor			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: Outlines and Slides	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: <ul style="list-style-type: none"> • Exporting Notes and Handouts to Word • Setting Handout Print Options • Exporting an Outline to Word • Saving a Presentation as an Outline • Saving a Slide as a Graphic 	Determined by the instructor			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: Managing Multiple Presentations	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: <ul style="list-style-type: none"> • Merging Multiple Presentations • Reusing Slides from Other Presentations • Viewing Multiple Presentations • Tracking Changes in PowerPoint • Discarding Changes from Specific Users • Managing Comments 	Determined by the instructor			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: Sharing and Securing a Presentation	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: <ul style="list-style-type: none"> • Sharing a Presentation with a Remote Audience • Embedding the Fonts in a Presentation • Inspecting the Presentation • Removing Presentation Metadata • Checking for Accessibility Issues • Checking for Compatibility Issues • Packaging a Presentation for CD • Using the PowerPoint Viewer • Encrypting a Presentation • Adding a Digital Signature • Marking a Presentation as Final • Granting Permissions • Compressing Pictures • Sending a Presentation in PDF Format 	Determined by the instructor			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: Finalizing Microsoft PowerPoint Presentations	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: <ul style="list-style-type: none"> • Checking Spelling • Accessing Different Views of a Presentation • Changing the View to Grayscale • Changing Page Setup Options • Organizing a Presentation in Sections • Inserting Section Headers • Adding Transitions to Slides • Adding Multiple Transitions • Modifying Transition Options • Adding Speaker Notes • Printing Speaker Notes • Running a Slide Show • Configuring Slideshow Resolution • Printing a Presentation • Printing Selections • Printing in Grayscale 	Determined by the instructor			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				