

معاونت پژوهش، برنامه‌ریزی و سنجش مهارت

دفتر پژوهش، طرح و برنامه‌ریزی درسی

استاندارد آموزش شایستگی Microsoft Power Point ۲۰۱۶

گروه شغل

فناوری اطلاعات

کد ملی آموزش شایستگی

۳	۵	۱	۱	۳	۰	۵	۳	۱	۰	۴	۰	۰	۳	۱
ISCO-۰۸				سطح مهارت	شناسه گروه			شناسه شغل			شناسه شایستگی			نسخه

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*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

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- Hormozgan Technical and Vocational Training Organization
- IT Training Centre in Bandar Abbas

Revision Process:

- Scientific content
- According to market
- Equipment
- Tools

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6	<i>Iran Technical and Vocational Training Organization</i>					
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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:

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

<p>Attitude: Speed and accuracy in doing the right thing</p>	
<p>Health & Safety: Compliance with safety protection in the workplace</p>	
<p>Environmental Consideration: Compliance with environmental protection</p>	

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			
	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 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				

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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				