



Microsoft PowerPoint

Advanced

Pre Course Questionnaire

Please put a cross in the appropriate box - **A** = No knowledge – **B** = Some knowledge - **C** = Competent

Tools

- Spell checking
- Using auto correct
- Using pack & go
- Using conference facility
- Recording a narration

A	B	C

Templates

- Creating a template
- Creating a design template
- Creating a content template

A	B	C

Comments

- Inserting comments
- Hide & view comments

A	B	C

Macros

- Recording a macro
- Running a macro

A	B	C

Customisation

- Displaying toolbars
- Hiding toolbars

A	B	C

Slides

- Insert from another file
- Duplicating slides
- Alter background colour
- Add slide background
- Alter slide background
- Hyperlink slides
- Insert movies & sound
- Animation play settings
- Download animations

A	B	C

Slideshow

- Custom shows
- Rehearsing a slideshow

A	B	C

Internet

- Publishing to the web
- Update a web page
- E-mail a presentation
- Insert a web site address

A	B	C

Name: _____

Training date: _____

Organisation: _____

Signed: _____