



Microsoft PowerPoint

Introductory

Pre Course Questionnaire

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

Fundamentals

	A	B	C
Using menus			
Using toolbars			
Using taskbar			
Using help			

Slides

Using normal/slide/outline view			
Using slide sorter view			
Using note pages			
Add insert/split slides			
Create a summary slide			
Change a slide template			
Change the slide setup			
Apply a colour scheme			
Using a master page			
Apply headers & footers			

Formatting

Formatting text			
Apply text effects			
Change alignment			
Apply bullets			
Apply automatic numbering			
Using undo & redo			
Apply animations			
Using the format printer			

Presentations

	A	B	C
Create new presentations			
Apply templates			
The autocontent wizard			
Opening a presentation			
Saving a presentation			
Closing a presentation			
Spell-checking			

Objects

Organisation charts			
Move & resize objects			
Insert/modify ClipArt			
Insert pictures from a file			
Insert animated clips			
Insert tables & charts			
Animating charts			
Using the drawing tool			
Rotate & arrange objects			
Change colours & lines			

Slide show

Basic slideshow utilities			
Applying action buttons			
Apply slide transition			
Apply slideshow timings			
Print slides			
Attach speaker notes			
Producing handouts			

Name: _____

Training date: _____

Organisation: _____

Signed: _____