

## POWERPOINT – CHECK YOUR OFFICE SKILLS

<b>Company</b>		<b>Name</b>	
<b>Dept.</b>		<b>Tel</b>	

<b>Functionalities</b>	<b>Need :</b>
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Creating a standard presentation	
<p><b>Creating</b>            Creating a presentation based on the company template, applying a theme, modifying the background and checking the global setup (<i>working with the slides orientation, dimensions, numbering ...</i>).</p>	Mastered Learn Refresh No need
<p><b>Creating the slides and their objects</b>            Creating a new slide by using one of the preset dispositions            Creating a new slide by reusing slides from an existing presentation            Creating standard objects : Text, Table, Chart, SmartArt, Picture            Managing the created objects : visibility with the Selection Pane, ruler, grid, guides</p>	Mastered Learn Refresh No need
<p><b>The Slide Master (simple)</b>            Viewing the Master and modifying some settings (<i>such as the format for titles or creating a new layout</i>).</p>	Mastered Learn Refresh No need
<p><b>Transitions – Slideshow - Printing</b>            Applying transitions to slides            The slideshow settings            (<i>with or without animations or timing, default color for the pen and so on</i>)            Custom slideshows (<i>creating a slideshow containing only a selection from the existing slides</i>)</p>	Mastered Learn Refresh No need

<b>Advanced functions</b>	
<p><b>Using sections to structure the presentation</b> Difference between a section slide and a section</p>	<p>Mastered Learn Refresh No need</p>
<p><b>Animations</b> <i>(visual effect when the objects appear one by one on the slide during the slideshow)</i></p> <p>Creating and managing the chosen effect. <i>Advanced examples : grouping by level, dimming, inserting an object into a list of bulleted text and so on)</i></p>	<p>Mastered Learn Refresh No need</p>
<p><b>Other objects (including text or not)</b> Drawn shapes and text boxes Multimedia objects <i>(film or sound)</i> Hyperlinks <i>(to refer to an external file or web site ...)</i> Assigning an action to an object <i>(for example navigating to a given slide when you click a specific object while slide showing)</i></p>	<p>Mastered Learn Refresh No need</p>
<p><b>Special objects</b> Pasting a range of Excel cells or an Excel chart : <i>important issues such as weight and managing commands</i>). The so-called OLE objects <i>(creating an object using another Office or non Office program)</i></p>	<p>Mastered Learn Refresh No need</p>
<p><b>Templates : themes and masters</b> Creating or modifying a company theme that will be applied to all Office programs (included PowerPoint) Deeper in managing the Slide Master The Document Master Creating templates specific to your company</p>	<p>Mastered Learn Refresh No need</p>

Any other special needs ?

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