

POWERPOINT – CHECK YOUR OFFICE SKILLS

Company		Name	
Dept.		Tel	

Functionalities	Need :
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Creating a standard presentation	
<p>Creating 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>Creating the slides and their objects 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>The Slide Master (simple) 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>Transitions – Slideshow - Printing 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

Advanced functions	
<p>Using sections to structure the presentation Difference between a section slide and a section</p>	<p>Mastered Learn Refresh No need</p>
<p>Animations (visual effect when the objects appear one by one on the slide during the slideshow) 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>Other objects (including text or not) 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>Special objects 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>Templates : themes and masters 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 ?
