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| **CORE SKILLS ICT (Level 6)** | | | | |
| **USING MS POWERPOINT** | | | | |
| Student to prepare a PowerPoint presentation with a minimum of five slides, using the following tasks as guidance:  Once each activity is completed this sheet should be dated with the tutor initialling that the activity has been completed to their satisfaction. | | | | |
| **Item** | **Task** | **Date** | **Achieved/Not Achieved** | **Tutor** |
| 1 | Minimum of 5 slides |  |  |  |
| 2 | At least 2 different size text should be used across the slides |  |  |  |
| 3 | Use of Master slide to add graphics, set font style/formatting |  |  |  |
| 4 | Use of at least 2 different slide layouts |  |  |  |
| 5 | Apply theme from list |  |  |  |
| 6 | Insert at least one graphic |  |  |  |
| 7 | Apply appropriate animation |  |  |  |
| 8 | Apply appropriate slide transition |  |  |  |
| 9 | Apply at least one Hyperlink |  |  |  |
| 10 | Accurate spelling throughout |  |  |  |
| Show where the HELP feature has been used to produce the document, eg using a theme, inserting photos, changing layout | | | | |