

NORTHSTAR DIGITAL LITERACY ASSESSMENT RESULTS**Module 8: PowerPoint Office 2016****Score: 88.2%** *Passing Score***Correct:** (23 out of 25)**MASTERED MICROSOFT POWERPOINT SKILLS**

- ✓ Open a new or existing PowerPoint presentation.
- ✓ Identify parts of the PowerPoint Screen: slide navigation pane, slide pane, notes, the ribbon, quick access toolbar, and scroll bars.
- ✓ Insert new slides, duplicate, or reuse slides.
- ✓ Manage text (insert, delete, copy, cut and paste, drag and drop, format, and use spellcheck).
- ✓ Apply or change a theme.
- ✓ Use zoom control.
- ✓ Insert items into a presentation, resize, and adjust them (video, chart, pictures, clip art, screenshots).
- ✓ Add a textbox, adjust it, resize it, or delete it.
- ✓ Change the view of slides (normal, slide sorter, reading view, slideshow view).
- ✓ Insert, delete and move slides using slide navigation pane.
- ✓ Use the quick access toolbar.
- ✓ Apply and customize slide transitions (select, preview, add sound, automatic advance).
- ✓ Understand the basics of PowerPoint etiquette (limited text, text that stands out on background, clear titles)
- ✓ Play a slideshow, advance through the slides, and end slideshow (using screen toolbar features).
- ✓ Save a presentation as a .ppt, .pdf, .png, etc.

Incorrect: (2 out of 25)**MICROSOFT POWERPOINT SKILLS TO IMPROVE**

- ✗ Create handouts.
- ✗ Print a presentation.