**Key: ☺ 1 =** You are very comfortable with this task and can teach others.

**😐 2 =** You are OK on this task.

**☹ 3 =** You would appreciate some help with this task.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SKILL** | | **☺ 1** | **😐 2** | **☹ 3** |
| **Using the Application** | | | | |
| 1 | Open, close a presentation application. Open, close presentations. |  |  |  |
| 2 | Create a new presentation based on default template. |  |  |  |
| 3 | Save a presentation to a location on a drive. Save a presentation under another name. |  |  |  |
| 4 | Save a presentation as another file type: Rich Text Format, template, show, image file format, version number. |  |  |  |
| 5 | Switch between open presentations. |  |  |  |
| 6 | Set user preferences in the application: user name, default folder to open and save files. |  |  |  |
| 7 | Use available Help functions. |  |  |  |
| 8 | Use magnification/zoom tools. |  |  |  |
| 9 | Display, hide built-in toolbars. Restore, minimize the ribbon. |  |  |  |
| **Developing a Presentation** | | | | |
| 10 | Understand the uses of different presentation view modes: normal view, slide sorter view, outline view, slide show view. |  |  |  |
| 11 | Recognize good practice in adding slide titles: use a different title for each slide to distinguish it in outline view, when navigating in slide show view. |  |  |  |
| 12 | Change between presentation view modes: normal view, slide sorter view, slide show view. |  |  |  |
| 13 | Choose a different built-in slide layout for a slide. |  |  |  |
| 14 | Apply an available design template to a presentation. |  |  |  |
| 15 | Change background colour on specific slide(s), all slides. |  |  |  |
| 16 | Add a new slide with a specific slide layout like: title slide, chart and text, bulleted list, table/spreadsheet. |  |  |  |
| 17 | Copy, move slides within the presentation, between open presentations. |  |  |  |
| 18 | Delete slide(s). |  |  |  |
| 19 | Insert a graphical object (picture, image, drawn object) into a master slide. Remove a graphical object from a master slide. |  |  |  |
| 20 | Enter text into footer of specific slides, all slides in a presentation. |  |  |  |
| 21 | Apply automatic slide numbering, automatically updated date, non-updating date into footer of specific slides, all slides in a presentation. |  |  |  |
| **Text** | | | | |
| 22 | Recognize good practice in creating slide content: use short concise phrases, bullet points, numbered lists. |  |  |  |
| 23 | Enter text into a placeholder in standard, outline view. |  |  |  |
| 24 | Edit text in a presentation. |  |  |  |
| 25 | Copy, move text within, between presentations. |  |  |  |
| 26 | Delete text. |  |  |  |
| 27 | Use the undo, redo command. |  |  |  |
| 28 | Change text formatting: font sizes, font types. |  |  |  |
| 29 | Apply text formatting: bold, italic, underline, shadow. |  |  |  |
| 30 | Apply different colours to text. |  |  |  |
| 31 | Apply case changes to text. |  |  |  |
| 32 | Align text: left, centre, right in a text frame. |  |  |  |
| 33 | Indent bulleted text. Remove indent from bulleted text. |  |  |  |
| 34 | Adjust line spacing before and after bulleted, numbered lists. |  |  |  |
| 35 | Switch between the different standard bullet, number styles in a list. |  |  |  |
| 36 | Enter, edit text in a table slide. |  |  |  |
| 37 | Select rows, columns, entire table. |  |  |  |
| 38 | Insert, delete rows and columns. |  |  |  |
| 39 | Modify column width, row height. |  |  |  |
| **Charts** | | | | |
| 40 | Input data to create built-in charts in a presentation: column, bar, line, pie. |  |  |  |
| 41 | Select a chart. |  |  |  |
| 42 | Change the chart type. |  |  |  |
| 43 | Add, remove, edit a chart title. |  |  |  |
| 44 | Add data labels to a chart: values/numbers, percentages. |  |  |  |
| 45 | Change the background colour of a chart. |  |  |  |
| 46 | Change the column, bar, line, pie slice colours in a chart. |  |  |  |
| 47 | Create an organization chart with a labelled hierarchy by using a built-in organization chart feature. |  |  |  |
| 48 | Change the hierarchical structure of an organization chart. |  |  |  |
| 49 | Add, remove co-workers, subordinates in an organization chart. |  |  |  |
| **Graphical Objects** | | | | |
| 50 | Insert a graphical object (picture, image, drawn object) into a slide. |  |  |  |
| 51 | Select a graphical object. |  |  |  |
| 52 | Copy, move graphical objects, charts within the presentation, between open presentations. |  |  |  |
| 53 | Resize, delete graphical objects, charts in a presentation. |  |  |  |
| 54 | Rotate, flip a graphical object. |  |  |  |
| 55 | Align a graphical object relative to a slide: left, centre, right, top, bottom. |  |  |  |
| 56 | Add different types of drawn object to a slide: line, arrow, block arrow, rectangle, square, oval, circle, text box. |  |  |  |
| 57 | Enter text into a text box, block arrow, rectangle, square, oval, circle. |  |  |  |
| 58 | Change drawn object background colour, line colour, line weight, line style. |  |  |  |
| 59 | Change arrow start style, arrow finish style. |  |  |  |
| 60 | Apply a shadow to a drawn object. |  |  |  |
| 61 | Group, ungroup drawn objects in a slide. |  |  |  |
| 62 | Bring a drawn object one level forward, one level backward, to the front, to the back of other drawn objects. |  |  |  |
| **Prepare Outputs** | | | | |
| 63 | Add, remove transition effects between slides. |  |  |  |
| 64 | Add, remove preset animation effects for different slide elements. |  |  |  |
| 65 | Add presenter notes to slides. |  |  |  |
| 66 | Select appropriate output format for slide presentation like: overhead, handout, on-screen show. |  |  |  |
| 67 | Hide, show slides. |  |  |  |
| 68 | Spell check a presentation and make changes like: correcting spelling errors, deleting repeated words. |  |  |  |
| 69 | Change slide setup, slide orientation to portrait, landscape. Change paper size. |  |  |  |
| 70 | Print entire presentation, specific slides, handouts, notes pages, outline view of slides, number of copies of a presentation. |  |  |  |
| 71 | Start a slide show from first slide, from current slide. |  |  |  |
| 72 | Navigate to next slide, previous slide, specified slide during a slide show. |  |  |  |

Copy and Paste 5 Targets Revision topics (No.)

|  |  |
| --- | --- |
| Topic | Completed? |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Copy and Paste 5 Targets Revision topics (No.)

|  |  |
| --- | --- |
| Topic | Completed? |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |