

IT Architecture, Power Point Assessment Form

<b>Power Point foundation</b>	<b>Include</b>	<b>Req Y/N</b>
creating a new presentation		
inserting new slides into a presentation		
recommended techniques when creating slide content		
inserting slides with a particular slide layout		
modifying the slide layout		
changing background colour on all the slides within a presentation		
applying a theme to a presentation		
using text boxes (placeholders)		
copying text within a slide		
copying text between slides within a presentation or between presentations		
using find and Replace		
formatting text		
shadow effects		
changing the list level		
indenting bulleted text		
changing text direction		
using table in Power Point		
applying table effects		
selecting an illustration	insert, moving, deleting illustration	
inserting smartart, shape or image to a slide		
formatting the shape background fill colour style		
aligning shapes relative to the centre of a slide		
grouping and ungrouping objects		
Using chart		
changing the column, bar, line or pie slice colours in the chart		
deleting a slide or slides		
copying slides between presentations		
moving slides between presentations		
Inserting headers, footers and slide numbering		
running a slide show	adding transition effects and animations	
converting a powerpoint presentation into a video		
using portrait or landscape slide orientation		
<b>Power Point Intermediate</b>	<b>Include</b>	<b>Req Y/N</b>
creating a photo album		
modifying the picture layout	reordering and rotating pictures	
modify the frame shape		
displaying your pictures in black and white		
adding captions to each picture		
adjusting picture contrast and brightness		
inserting a sound clip	modifying sound clip and controlling when is played	
hiding a sound clip icon	or use a picture instead on sound icon	

using a movie clip	inserting and playing a movie	
inserting a table		
custom animation		
slide show control and manipulation		
using slide timings		
hiding slides		
creating a custom slide show		
templates, slide masters and themes		
modifying the notes master		
merging slides		
importing a Microsoft word document		
saving a slide in a picture format		
manipulating graphics	moving a graphic backwards or forwards	
distributing selected graphics horizontally, vertically relative to a slide		
converting a picture to a drawn object		
controlling the display of background pictures on a slide		
shape formatting	applying shadow, background or 3-d effect	
creating a chart		
Inserting and formatting the organisational chart connecting lines		
linking an excel chart into a powerpoint presentation		
<b>Power Point advanced</b>	<b>Include</b>	<b>Req Y/N</b>
adding a sound to an animation		
controlling the animation duration		
controlling the slide advancement		
controlling slide show looping		
setting a slide show to use timings		
creating custom slide shows		
creating and formatting an organisation chart		
customizing chart gap and overlaps		
inserting a video and controlling playback		
editing a video	resetting, applying style, using special effect	
trimming a video		
video looping		
animation triggers		
using custom animation to fade bulleted paragraphs		
action buttons - linking to a different slide		
action buttons - linking to a specific slide		
action buttons - linking to a url		
action buttons - linking to custom shows		
action buttons - linking to a different file		
creating, editing and deleting hyperlinks		
merging, comparing & exporting within powerpoint 2013		
using the screen shot feature		
marking as final		
converting a presentation to a video		