

Microsoft Presentation Fundamentals Skills Evaluation

Please fill out this form at the beginning of class and at the end of class.

Skills	Start of workshop	End of workshop
*Lesson 1 Creating a Presentation		
<i>Start Microsoft PowerPoint</i>		
<i>Explore the Window</i>		
<i>Method to start a presentation</i>		
<i>Using the wizard</i>		
<i>Save a presentation</i>		
*Lesson 2 Working with a Presentation		
<i>Use a Design Template</i>		
<i>Enter text in slide pane</i>		
<i>Create a new slide pane</i>		
<i>Enter text in outline tab</i>		
<i>Insert Slides from other presentations</i>		
<i>Use Slide Sorter view</i>		
<i>Create a folder and save</i>		
<i>Show slide show</i>		
*Lesson 3 Printing A Presentation		
<i>Open an existing presentation</i>		
<i>Add a header and footer</i>		
<i>Preview a presentation</i>		
<i>Print a presentation</i>		
Lesson 4 Add and Modify Slide Text		
<i>Add text to slides</i>		
<i>Adjust position of text object</i>		
<i>Format text</i>		
<i>Change text alignment and spacing</i>		
<i>Find and replace text</i>		
<i>Spell check</i>		
Lesson 5 Applying Design Templates		
<i>Apply design templates</i>		
<i>Understand PowerPoint masters</i>		
<i>Change the display using master</i>		
<i>Format master text</i>		
<i>Format bullets</i>		
<i>Adjust master text indents</i>		
<i>Reapply slide layout</i>		
<i>Hide master object</i>		
<i>Save a presentation as a template</i>		

