Appendix A Checklist MS PowerPoint technical skills.

**What I have to cover in my set of slides to demonstrate my skills in using MS PowerPoint features.**

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| --- | --- | --- |
| **Creating slides** | | |
| **I can** | **√** | **Evidence** |
| Start a new presentation |  | Click here to enter text. |
| Choose slide layouts |  | Click here to enter text. |
| Enter text |  | Click here to enter text. |
| Insert new slides |  | Click here to enter text. |
| Duplicate slides |  | Click here to enter text. |
| Insert blank slide |  | Click here to enter text. |
| Add presenter notes |  | Click here to enter text. |
| Save presentation as a .ppt / .pttx file |  | Click here to enter text. |
| Present slides in a word document |  | Click here to enter text. |
| **Formatting slides** | | |
| **I can** | **√** | **Evidence** |
| Select a theme |  | Click here to enter text. |
| Modify a theme |  | Click here to enter text. |
| Choose different slide layout |  | Click here to enter text. |
| Create bulleted or numbered list |  | Click here to enter text. |
| Format text:   * size, * font type * colour, * alignment: |  | Click here to enter text. |
| **Insert and format graphics** | | |
| **I can** | **√** | **Evidence** |
| Insert a picture |  | Click here to enter text. |
| Move a picture |  | Click here to enter text. |
| Adjust colour, brightness and contrast to a picture |  | Click here to enter text. |
| Resize a picture |  | Click here to enter text. |
| Crop a picture |  | Click here to enter text. |
| Insert a shape |  | Click here to enter text. |
| Format shapes |  | Click here to enter text. |
| Insert a symbol, special character |  | Click here to enter text. |
| Insert WordArt |  | Click here to enter text. |
| Modify WordArt objects |  | Click here to enter text. |
| Insert a SmartArt |  | Click here to enter text. |
| Modify SmartArt (move, resize) |  | Click here to enter text. |
| Insert a chart |  | Click here to enter text. |
| Modify a chart (move, resize, colour) |  | Click here to enter text. |
| Insert a text box |  | Click here to enter text. |
| Create a table |  | Click here to enter text. |
| Format tables |  | Click here to enter text. |
| Insert slide number in footer |  | Click here to enter text. |
| Align objects |  | Click here to enter text. |
| Insert a video clip |  | Click here to enter text. |
| **Animation** | | |
| **I can** | **√** | **Evidence** |
| Add slide transitions |  | Click here to enter text. |
| Apply animations to objects |  | Click here to enter text. |
| Create an interactive textbox |  | Click here to enter text. |
| Add hyperlinks |  | Click here to enter text. |

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| My set of PowerPoint slides presented as a word document as shown here below.[[1]](#endnote-1) |

1. e.g. screen shot of slide sorter view, or picture of the individual slides, 6 or 8 per page. Use insert option in MSWord choose screenshot option. [↑](#endnote-ref-1)