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)