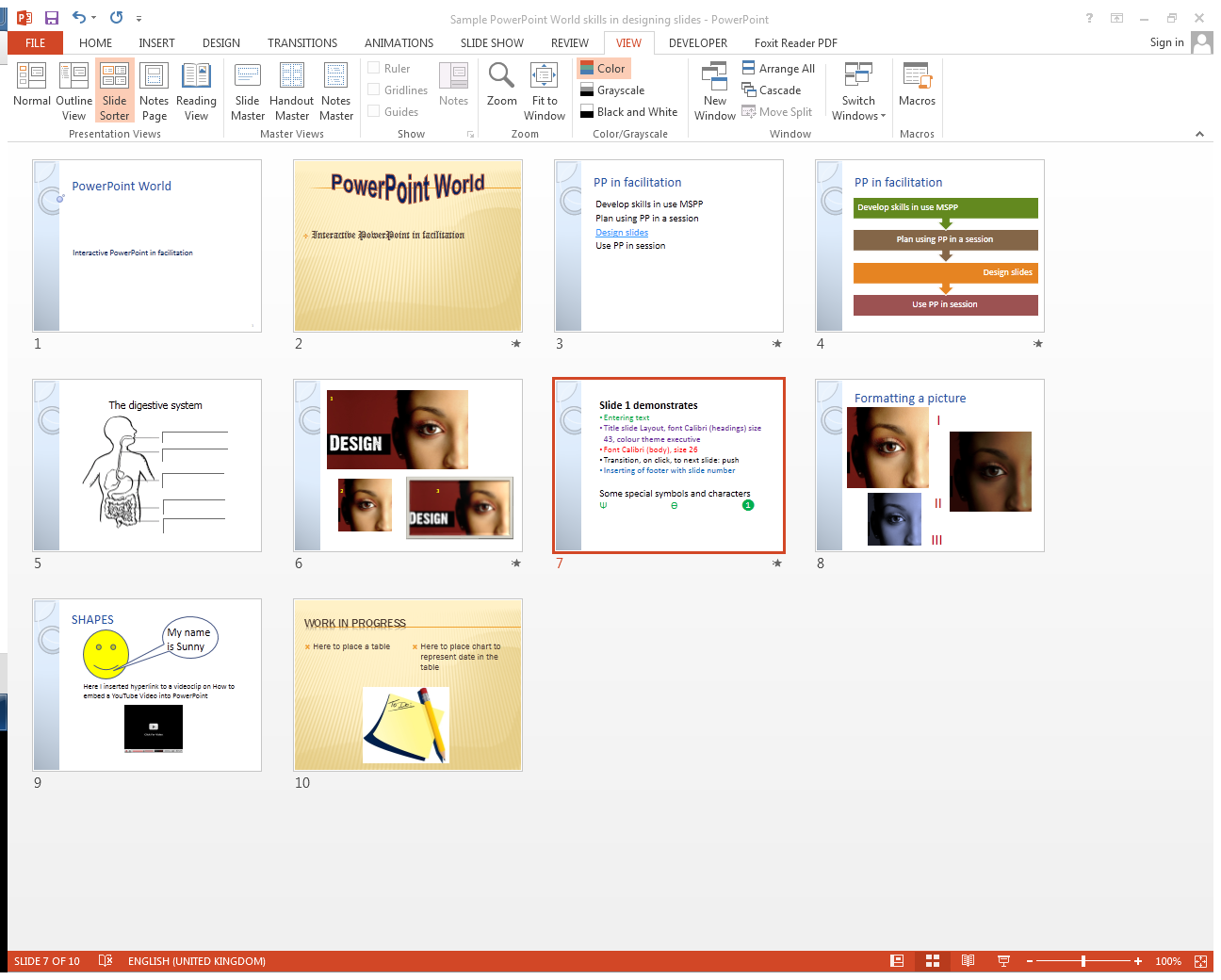
Example – checklist for partly completed PowerPoint slide set

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

|  |  |  |
| --- | --- | --- |
| **Creating slides** | | |
| **I can** | **√** | **Evidence** |
| Start a new presentation |  | Evidenced by submitted self-designed PP slides |
| Choose slide layouts |  | Slide 1 & 2 Title slide layout; slide 3 & 4 Text and content layout |
| Enter text |  | Slide 1, 2, 3, and 4 and others |
| Insert new slides |  | e.g. slide 1 and 3 and others |
| Duplicate slides |  | Slide 2 duplicate from 1 with modified theme |
| Insert blank slide |  | Slide 5, 6 and 7 |
| Add presenter notes |  | All slide notes on features demonstrated in slide |
| Save presentation as a .ppt / .pttx file |  | Saved as pttx (2013 MS PowerPoint) |
| Present slides in a word document |  | This document, see last part |
| **Formatting slides** | | |
| **I can** | **√** | **Evidence** |
| Select a theme |  | Slide 1 Theme executive; slide 2 theme Trek |
| Modify a theme |  | Modified theme from slide 1 to slide 2 |
| Choose different slide layout |  | Slide 1,2 are title layout; 3.4 are using text and content; slide 10 title and two contents |
| Create bulleted or numbered list |  | Slide 7 list; slide 2 demonstrates different type of bullet |
| Format text:   * size, * font type * colour, * alignment: |  | Variety in text size, font type and colour shown in slide 1, 2, etc. see in notes under the slides. Slide 1 font Calibri, size 26; slide 2 font Old English, size 32. Alignment slide 4, slide 6 (text boxes aligned). Slide 8 aligned text boxes with the Roman numerals |
| **Insert and format graphics** | | |
| **I can** | **√** | **Evidence** |
| Insert a picture |  | Slide 5, 6 ,8 and 10 |
| Move a picture |  | Slide 6, 8 |
| Adjust colour, brightness and contrast to a picture |  | Slide 8 brightness / contrast changed in II from I; colour changed in III from original in slide 6 |
| Resize a picture |  | Slide 6 resized picture 1 to picture 3; Slide 8: resided picture 2 from slide 6 |
| Crop a picture |  | Slide 6 copied picture 1 and cropped to picture 2 |
| Insert a shape |  | Slide 9 basic shape (face) and call out |
| Format shapes |  | Slide 9 resized shapes, filled face with colourt, adjusted call out, inserted text box for text in the call out |
| Insert a symbol, special character |  | Slide 7 |
| Insert WordArt |  | Slide 2 |
| Modify WordArt objects |  | Slide 2: fill, text effect: transform |
| Insert a SmartArt |  | Slide 4 |
| Modify SmartArt (move, resize) |  | Slide 4 : segmented process colourful range |
| Insert a chart |  | Click here to enter text. |
| Modify a chart (move, resize, colour) |  | Click here to enter text. |
| Insert a text box |  | Slide 5, 6, 7 and others |
| Create a table |  | Click here to enter text. |
| Format tables |  | Click here to enter text. |
| Insert slide number in footer |  | Slide 1 |
| Align objects |  | Text boxes aligned in slide 6 and 8 |
| Insert a video clip |  | Slide 9 hyperlink to video clip |
| **Animation** | | |
| **I can** | **√** | **Evidence** |
| Add slide transitions |  | On click, 1 to 2, push 2 to 3; random bars 5 to 6 |
| Apply animations to objects |  | Slide 2 swivel, automatic time 1.75 sec; slide 3 fly in. bouncer, split+emphasis: wave |
| Create an interactive textbox |  | Slide 5 |
| Add hyperlinks |  | Slide 3 hyperlink to slide; slide 9 to a video clip |

|  |
| --- |
| 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)