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.**

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

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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)