

Pre Training Assessment PowerPoint

At Ardito, our commitment is to help you increase your computer skills through interesting and effective training sessions. Please help us ensure your training needs are met by completing the information on this sheet and returning it to your manager, or directly to us at the contact below.

Name:		Date:	
Company:		Phone:	

Please indicate which of the following skills and/or features of PowerPoint you feel confident about by ticking the relevant boxes.

PowerPoint Introduction

- Know and understand what PowerPoint is
- Open Existing Presentations
- Save a Presentation.
- Run the Slide Show.
- Add Slides to the Presentation.
- Change the Slide Layout.
- Work with Blank Slides.
- Use Slide Design Templates and Themes.
- Add text, shapes, and images to a Slide
- Format text and paragraphs
- Add Bulleted Text to a slide.
- Use Slide Transitions
- Apply Basic Animation to objects

PowerPoint Intermediate

- Create a Photo Album
- Adding text to Shapes
- Replace Fonts throughout a whole presentation.
- Insert Slide Sections
- Use the Slide Masters to modify and format slide layouts and containers
- Insert Tables and Charts
- Link and Embed Charts
- Use Smartart to create Organisational and Flow Charts
- Printing Notes and Handouts
- Customise the Slide Show
- Use the Presenter View
- Use Action Buttons
- Insert and edit audio and video files
- Changing the sequence of animation within a slide

Submit your completed form:

Email as an attachment to admin@ardito.co.nz