

MICROSOFT POWERPOINT 2013

CORE SKILLS CHECKLIST

As you acquire and master a skill, check off the box next to it

Beginner/Intermediate Skills	
Create a new blank presentation	
<input type="checkbox"/>	Save the new presentation with a filename
<input type="checkbox"/>	Enter and Modify text
<input type="checkbox"/>	Add New slide to a presentation
Open and Edit a Presentation	
<input type="checkbox"/>	Open an existing presentation
<input type="checkbox"/>	Navigate within a presentation
<input type="checkbox"/>	Use outline view and other views
<input type="checkbox"/>	Insert, duplicate, rename and hide a slide
<input type="checkbox"/>	Revise slide orientation
Format a Presentation	
<input type="checkbox"/>	Move, cut, copy and paste text
<input type="checkbox"/>	Format Characters - font, size, color, etc.
<input type="checkbox"/>	Apply bulleted and numbered lists
Construct a Table in a Presentation	
<input type="checkbox"/>	Create a table in PowerPoint
<input type="checkbox"/>	Align text in columns and rows
<input type="checkbox"/>	Move columns and rows in a table
<input type="checkbox"/>	Add shading and other style features to a table
Construct a Chart in a Presentation	
<input type="checkbox"/>	Create a simple chart using PowerPoint
<input type="checkbox"/>	Enter data in an Excel worksheet
<input type="checkbox"/>	Select chart type
<input type="checkbox"/>	Modify chart appearance
<input type="checkbox"/>	Annotate a chart
Add Objects to a Presentation	
<input type="checkbox"/>	Add WordArt or ClipArt to a slide
<input type="checkbox"/>	Insert photo from computer or internet
<input type="checkbox"/>	Add Text using text tool
<input type="checkbox"/>	Convert tasks to appointments and back
<input type="checkbox"/>	Change text direction
Create Drawn Object	
<input type="checkbox"/>	Draw lines and arrows
<input type="checkbox"/>	Insert connecting shapes
<input type="checkbox"/>	Draw rectangles, ovals and other shapes
<input type="checkbox"/>	Use a shape as a text box
Refine a Presentation	
<input type="checkbox"/>	Use and revise slidemaster
<input type="checkbox"/>	Create a new slidemaster
<input type="checkbox"/>	Add an background graphic

<input type="checkbox"/>	Add an background graphic to a slide
<input type="checkbox"/>	Add transition and timing
Print or Export a Presentation	
<input type="checkbox"/>	Prepare a handout for a presentation
<input type="checkbox"/>	Export a presentation in PDF or other format
<input type="checkbox"/>	Upload a presentation to internet sharing
Deliver a Presentation	
<input type="checkbox"/>	Run an existing presentation with an audience
<input type="checkbox"/>	Modify an existing presentation

Advanced Skills	
Incorporate Audio in a Presentation	
<input type="checkbox"/>	Insert a sound file as an Icon
<input type="checkbox"/>	Insert all or part of a sound file
<input type="checkbox"/>	Specify timing, repetition, fading of a sound clip
<input type="checkbox"/>	Add a CD audio sound track
<input type="checkbox"/>	Record and add a sound file
Incorporate Video in a Presentation	
<input type="checkbox"/>	Link to a video clip
<input type="checkbox"/>	Embed a video clip
<input type="checkbox"/>	Link to an internet video in
<input type="checkbox"/>	Modify settings of a video clip
Use Templates and Themes	
<input type="checkbox"/>	Base a new Presentation on an Office
<input type="checkbox"/>	Modify and save a template
<input type="checkbox"/>	Create and save a custom template
<input type="checkbox"/>	Create a custom slide master
<input type="checkbox"/>	Create a custom presentation theme
Incorporate Content from Other Programs	
<input type="checkbox"/>	Copy/Paste content from another
<input type="checkbox"/>	Insert link to content from another
<input type="checkbox"/>	Embed all/part of a file from another
<input type="checkbox"/>	Convert/edit an embedded object
<input type="checkbox"/>	Export a PowerPoint Object to another
Create an Interactive Presentation	
<input type="checkbox"/>	Create a link to another slide
<input type="checkbox"/>	Insert a link to an email address
<input type="checkbox"/>	Create a graphic hyperlink
<input type="checkbox"/>	Place an action button on a slide
<input type="checkbox"/>	Create a self-running presentation

This checklist is intended as a personalized reference guide for your professional development. It is not intended to be a part of the performance review process.

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CORE SKILLS CHECKLIST

Use Animation in a Presentation

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Assign a transition to a slide |
| <input type="checkbox"/> | Modify slide transition effects and timing |
| <input type="checkbox"/> | Associate a sound to a slide transition |
| <input type="checkbox"/> | Control Animation timing with Advanced Timeline |

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