



Computer Consultants Corporation

Prerequisite Skills Assessment For Advanced PowerPoint

After testing your skill level, if your scores are marginal, we suggest that you attend our Introduction course. If you are proficient, you should be ready for the Advanced level!

<u>Skill</u>	<u>Proficient</u>	<u>Not Proficient</u>
Create title and bulleted list slides	<input type="checkbox"/>	<input type="checkbox"/>
Format font, size, color, and alignment of text	<input type="checkbox"/>	<input type="checkbox"/>
Change line and paragraph spacing	<input type="checkbox"/>	<input type="checkbox"/>
Create multilevel bulleted and numbered lists	<input type="checkbox"/>	<input type="checkbox"/>
Add text boxes, AutoShapes, and graphics to a slide	<input type="checkbox"/>	<input type="checkbox"/>
Insert table and chart slides into a presentation	<input type="checkbox"/>	<input type="checkbox"/>
Use the Outline View to modify and manipulate slides	<input type="checkbox"/>	<input type="checkbox"/>
Use the Slide Sorter View to arrange and manipulate slides	<input type="checkbox"/>	<input type="checkbox"/>
Apply slide transitions between slides	<input type="checkbox"/>	<input type="checkbox"/>
Add speaker notes for a slide	<input type="checkbox"/>	<input type="checkbox"/>
Apply a design template to slides	<input type="checkbox"/>	<input type="checkbox"/>
Modify the color scheme and background of a slide	<input type="checkbox"/>	<input type="checkbox"/>
Edit and format master slides	<input type="checkbox"/>	<input type="checkbox"/>
Print slides, handouts, and speaker notes	<input type="checkbox"/>	<input type="checkbox"/>
Utilize shortcut keys while showing a presentation	<input type="checkbox"/>	<input type="checkbox"/>