

Introduction to Basic MS Powerpoint Skills Personal Checklist

Name

I can:

ICT Strand
Creating and Presenting

1	Plan my presentation on paper Sketch out what the content of each slide will be, on paper. Understand that presentations can be 'linear' or 'non-linear'.	Multimedia Manipulation Level C (Level D / E)
2	Collect in a folder any digital resources such as text files, camera pictures, scanned pictures, sound files etc, (if appropriate.)	Multimedia Manipulation Level D / E
3	Launch PowerPoint and choose a ready made Template – or Blank presentation Choose a simple, or Blank layout	Multimedia Manipulation Level C
4	Add Text – know how to change appearance of text, its position and size.	Text handling Level C
5	Add a second slide (or more) (Use the New Slide tool, or go to Insert Menu > New Slide)	Multimedia Manipulation Level C
6	Use the Scroll bar to move from one slide to another.	Multimedia Manipulation Level C
7	Use the Slide Sorter View to manipulate slides and rearrange their order. (Go to View > Slide Sorter View) Understand that other 'views' are available (Bottom left of Powerpoint window has a tiny toolbar, or use the 'View' menu.)	Multimedia Manipulation Level C Mult Manip. Level C
8	Use the Insert menu to insert - clipart pictures from file, or from the internet sounds from file	Gra. Manip Level C Gra. Manip Level D Mult. Manip Level D
9	Use some of the tools on the Drawing toolbar (at the bottom of the screen) - line, arrow, rectangle - WORD art - Fill, shadow	Graphic Manipulation Level C / D
10	Use a simple way of animating text – use the yellow star tool – 'Animation Effects'	Multimedia Manipulation Level D
11	View the Slide Show (Go to Slide Show > View Show)	Multimedia Manipulation Level C
12	Use the slide transition and add sound to this.	Multimedia Manipulation Level D / E
13	Stop the show by using Escape. (Or right click on the presentation and select 'Exit')	
14	Additional skills for non-linear presentations. Select an item (such as a graphic or a piece of text) to make into a hyperlink to another slide. (Go to 'Slide Show' and select 'Action settings'. Click on 'Hyperlink to' and from the drop down list tell it which 'Slide.....' to go to.)	Multimedia Manipulation Level E
15	Make constructive self - evaluation comments about my / our own presentation.	

The above elements on this checklist are mostly covered on the MS Office 101 online course, from page 38 onwards (accessed from your **NOF training CD-Rom.**)