

Proven ICT Skills



Module 3 – PowerPoint Checklist

Name		
School		
Date		
<i>Put a tick in each box when you know how to do each skill Remember to ask if you get stuck!</i>			
Open, close and save PowerPoint presentations.		Link the pages using hyperlinks.	
Move between open PowerPoint presentations.		Spell check and proof read presentation.	
Understand and use, normal view, slide sorter view and slide show view.		Copy, delete and move slides within the presentation.	
Add a new slide with a specific slide layout e.g. title slide, chart and text, bulleted list, table.		Create a slideshow with automatic timings ('Rehearse timings' in Slide Show menu).	
Use a variety of built in slide layouts and templates.		Add a range of animation effects to text and pictures.	
Change the background colour of individual slides/all slides.		Add a variety of transition effects between slides.	
Add text to a slide; change the font, format, alignment and colour.		Add a variety of shapes and objects to a slide e.g. arrows, text boxes, speech bubbles etc.	
Add photographs and/or images to slides.		Create hyperlinks.	
Add bullet points using a range of styles.		Record your own narration into a show.	
Copy, cut, paste and delete, text, pictures and images within and between PowerPoint presentations.			

Do not send this table in – it's for your use. When finished you need to try the first task.