

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 Complete & Return to:

Fax: Attention – Administration on 07 857 0771 or scan and email back to us:

Email: admin@ardito.co.nz

Please indicate which of the following features of PowerPoint you feel **confident** in by placing a “√” in the relevant boxes.

PowerPoint Level 1

- Know and understand what PowerPoint is
- Open Existing Presentations
- Save a Presentation.
- Run the Slide Show.
- Add Slides to a Slide Show.
- Change the Slide Layout.
- Use All Auto Layouts.
- Work with Blank Slides.
- Use Slide Design Templates.
- Add objects to a Slide Show.
- Add Bulleted Text to a slide.
- Use Different Outline Levels.
- Create Summary Slides.
- Make fully Automated Slide Shows
- Use Slide Transitions
- Use basic Animation

PowerPoint Level 2

- File Management of Presentations.
- Linking and Embedding
- Default Folder Locations
- Package for CD or use Pack and Go
- Adding text to Shapes
- Replace Fonts throughout a whole presentation.
- Control Text formats at different Outline Levels
- Format painter
- Paragraph and Tabs
- Slide Masters
- Title Masters
- Tables and Charts
- Organization Charts
- Printing Handouts
- Printing Notes
- Create a Repeating Show
- Use Action Buttons
- Use Custom Shows
- Insert Multimedia

This is to confirm that the information given above is correct

Signed _____

dated. _____