

PowerPoint

You can use the following checks to assess your Microsoft PowerPoint skills against the syllabus for ECDL Module 6: Presentations.

Use the following skill levels to describe how well you know the features:

5. I feel competent with this feature and can use it confidently
4. I feel competent with this feature but I could benefit from support
3. I am aware of this feature, but would need some guidance in using it
2. I am not familiar enough with this feature to use it confidently
1. I am not familiar with this feature at all

1 Using and adjusting PowerPoint

Configuring the edit window	Current skill level
I can alter the zoom to see my slides at their true size	1 2 3 4 5
I can display a ruler to assist with accurate placing of images on my slides	1 2 3 4 5
Help	
I can use the on-line help to learn how to hide a slide in a slide show	1 2 3 4 5
Navigation	
I can display my presentation as a slide show	1 2 3 4 5
While presenting a slide show, I can jump back to a specific slide to answer a question from the audience.	1 2 3 4 5
File Types	
I can save my presentation as a PowerPoint show	1 2 3 4 5
I can save a slide from my presentation in a graphics file format, e.g. GIF	1 2 3 4 5
Views	
I can switch to Slide Sorter view and change the order of two slides	1 2 3 4 5
Printing	
I can print slides 3 to 5 only of my presentation to the default printer	1 2 3 4 5
I can print handouts with 3 slides per sheet for my audience	1 2 3 4 5

2 Text in slides

Adding text	
I can select a slide format which will make it easy to add text to a slide	1 2 3 4 5
I can alter the font for this slide	1 2 3 4 5
I can alter the font for the whole presentation using the Master Slide	1 2 3 4 5
Outline view	
I can use Outline view to rearrange the order of bullet points on a slide	1 2 3 4 5
I can use Outline view to alter indentation levels of bullet points	1 2 3 4 5
I can import an outline from Word	1 2 3 4 5

Spelling	
I can run a spelling check on my presentation	1 2 3 4 5

3 Presentation Style

I can use a Design Template as a basis for a new presentation	1 2 3 4 5
I can create a new blank presentation and apply a preset colour scheme	1 2 3 4 5
On a blank slide I can create a background using a fill effect	1 2 3 4 5

4 Working with images

Insert images from file	
I can select an appropriate slide layout to allow insertion of an image beside some bullet points	1 2 3 4 5
I can insert an image into my slide and resize it to fit alongside bullet points	1 2 3 4 5
Drawn images	
I can draw a yellow star on my slide, and write the word "Star" inside it.	1 2 3 4 5
I can add a red love heart and a blue circle and align the 3 images above each other in the centre of the slide.	1 2 3 4 5
I can apply shadows to the 3 images.	1 2 3 4 5

5 Working with objects

I can create a slide with an organisation chart to describe my company	1 2 3 4 5
I can create a slide with a chart and enter data to display in chart form	1 2 3 4 5
I can alter the style of the chart	1 2 3 4 5

6 Creating a template in PowerPoint

I can set up a master slide which will dictate font size, type and colour for the whole presentation, and which will insert a logo in the top right corner of every slide.	1 2 3 4 5
I know how to make a separate Title Master with a coloured background	1 2 3 4 5
I can add date and time and page numbering to the Notes Master	1 2 3 4 5
I can save these settings as a template for future presentations	1 2 3 4 5

7 Effects

I know how to apply a transition effect in my presentation to dictate how each slide replaces the previous one.	1 2 3 4 5
I know how to apply an animation effect to dictate how bullet points and objects appear in my slides	1 2 3 4 5
I know how to automate my presentation to display slides sequentially with no intervention	1 2 3 4 5