

# MICROSOFT POWERPOINT

## SKILLS CHECKLIST

As you acquire and master a skill, check off the box next to it

<b>BEGINNER/INTERMEDIATE SKILLS</b>	
<b>Create a new blank presentation</b>	
<input type="checkbox"/>	Save the new presentation with a filename
<input type="checkbox"/>	Enter and Modify text
<input type="checkbox"/>	Add New slide to a presentation
<b>Open and Edit a Presentation</b>	
<input type="checkbox"/>	Open an existing presentation
<input type="checkbox"/>	Navigate within a presentation
<input type="checkbox"/>	Use outline view and other views
<input type="checkbox"/>	Insert, duplicate, rename and hide a slide
<input type="checkbox"/>	Revise slide orientation
<b>Format a Presentation</b>	
<input type="checkbox"/>	Move, cut, copy and paste text
<input type="checkbox"/>	Format Characters - font, size, color, etc.
<input type="checkbox"/>	Apply bulleted and numbered lists
<b>Construct a Table in a Presentation</b>	
<input type="checkbox"/>	Create a table in PowerPoint
<input type="checkbox"/>	Align text in columns and rows
<input type="checkbox"/>	Move columns and rows in a table
<input type="checkbox"/>	Add shading and other style features to a table
<b>Construct a Chart in a Presentation</b>	
<input type="checkbox"/>	Create a simple chart using PowerPoint
<input type="checkbox"/>	Enter data in an Excel worksheet
<input type="checkbox"/>	Select chart type
<input type="checkbox"/>	Modify chart appearance
<input type="checkbox"/>	Annotate a chart
<b>Add Objects to a Presentation</b>	
<input type="checkbox"/>	Add WordArt or ClipArt to a slide
<input type="checkbox"/>	Insert photo from computer or internet
<input type="checkbox"/>	Add Text using text tool
<input type="checkbox"/>	Convert tasks to appointments and back
<input type="checkbox"/>	Change text direction
<b>Create Drawn Object</b>	
<input type="checkbox"/>	Draw lines and arrows
<input type="checkbox"/>	Insert connecting shapes
<input type="checkbox"/>	Draw rectangles, ovals and other shapes
<input type="checkbox"/>	Use a shape as a text box
<b>Refine a Presentation</b>	
<input type="checkbox"/>	Use and revise slidemaster
<input type="checkbox"/>	Create a new slidemaster

<input type="checkbox"/>	Add an background graphic
<input type="checkbox"/>	Add an background graphic to a slide
<input type="checkbox"/>	Add transition and timing
<b>Print or Export a Presentation</b>	
<input type="checkbox"/>	Prepare a handout for a presentation
<input type="checkbox"/>	Export a presentation in PDF or other format
<input type="checkbox"/>	Upload a presentation to internet sharing
<b>Deliver a Presentation</b>	
<input type="checkbox"/>	Run an existing presentation with an audience
<input type="checkbox"/>	Modify an existing presentation

<b>ADVANCED SKILLS</b>	
<b>Incorporate Audio in a Presentation</b>	
<input type="checkbox"/>	Insert a sound file as an Icon
<input type="checkbox"/>	Insert all or part of a sound file
<input type="checkbox"/>	Specify timing, repetition, fading of a sound clip
<input type="checkbox"/>	Add a CD audio sound track
<input type="checkbox"/>	Record and add a sound file
<b>Incorporate Video in a Presentation</b>	
<input type="checkbox"/>	Link to a video clip
<input type="checkbox"/>	Embed a video clip
<input type="checkbox"/>	Link to an internet video in
<input type="checkbox"/>	Modify settings of a video clip
<b>Use Templates and Themes</b>	
<input type="checkbox"/>	Base a new Presentation on an Office Template
<input type="checkbox"/>	Modify and save a template
<input type="checkbox"/>	Create and save a custom template
<input type="checkbox"/>	Create a custom slide master
<input type="checkbox"/>	Create a custom presentation theme
<b>Incorporate Content from Other Programs</b>	
<input type="checkbox"/>	Copy/Paste content from another program
<input type="checkbox"/>	Insert link to content from another program
<input type="checkbox"/>	Embed all/part of a file from another program
<input type="checkbox"/>	Convert/edit an embedded object

*This checklist is intended as a personalized reference guide for your professional development. It is not intended to be a part of the performance review process.*

Created: March 2015, CSUDH Division of Information Technology

Updated: 7/13/2020

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- Export a PowerPoint Object to another program

### **Create an Interactive Presentation**

- Create a link to another slide
- Insert a link to an email address
- Create a graphic hyperlink
- Place an action button on a slide
- Create a self-running presentation

### **Use Animation in a Presentation**

- Assign a transition to a slide
- Modify slide transition effects and timing
- Associate a sound to a slide transition
- Control Animation timing with Advanced Timeline

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