

Core Skills Checklist - PowerPoint

Technology Workshop	Function	I Know How	Command	Lynda.com Course @ MYLMU
Up to Speed	Creating Slides		Start a new presentations from scratch	Essential Training
			Create a new presentation from template	
			Open a Word document in PowerPoint	
			Choose a slide layout	
			Enter text in the Outline pane	
			Enter text in the Slides pane	
			Insert new slides	
			Duplicate slides	
			Delete a slide or multiple slides	
			Arrange slides	
			Add notes	
			Hide a slide	
			View slides in Slide Sorter view	
			Zoom in and out on a slide	
			Spell check	
	View multiple presentations			
	Copy and paste slides between presentations			
Up to Speed	Formatting Slides		Select a Theme and change color scheme	Essential Training
			Choose a different slide layout	
			Change slide orientation	
			Create custom presentation size	
			Create a bulleted or numbered list	
			Format placeholder text (font size, color, alignment)	
			Change text direction	
	Insert date/time and page number to header/footer			

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			Edit existing slide master	
			Add elements to Slide Masters	
			Create a new slide master	
			Apply a different slide master to a slide or slides	
			Hide background contents	
			Select a different background style	
Up to Speed	Inserting Illustrations		Insert, move, and delete a picture	Essential Training
			Adjust color, brightness, and contrast of a picture	
			Resize, crop, and rotate a picture	
			Apply or clear shadow effects to a picture	
			Apply a Picture Style	
			Compress a picture (PC only)	
			Insert or change a shape	
			Insert a symbol, special character, and WordArt	
			Insert, modify, and delete a SmartArt	
			Change the order of objects in SmartArt	
			Insert, modify, and delete a text box	
			Select a built-in text box	
			Insert, modify, and delete a chart	
			Insert Excel spreadsheets	
			Insert and modify tables	
			Align or arrange objects	
			Group and ungroup objects	

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Up to Speed	Reviewing Slides		Add, edit, and delete comments	Essential Training
			View comments from others	
Up to Speed	Printing and Delivering		Print speaker notes and handouts	Essential Training
			Rehearse presentation	
			Creating a self-running presentation	
			Start a screen show from beginning	
			Start a screen show from a slide	
			Create a custom show including certain slides	
Animations	Adding Multimedia		Insert a movie file	Essential Training
			Insert a sound	
Animations	Adding Animations and Transitions		Add slide transitions	Essential Training
			Change slide transitions to a slide or slides	
			Apply built-in animations to objects	
			Apply custom animation using Custom Animations pane	
			Add effects of animations - Entrance	
			Add effects of animations - Emphasis	
			Add effects of animations - Exit	
			Add effects of animations - Motion Paths	
			Modify points of a motion path	
			Change timing of effects (delay and speed)	
	Apply text animation (by word, paragraph, or letter)			
	Change how slide advances (mouse click vs. auto)			

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			Dim an animation	
			Preview animation	
			Add hyperlinks	
			Insert Action Buttons to perform specific task	
			Turn text or object into Action Button	

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