PowerPoint (PPT) Skills

Assessment for Learning (AfL)

Write the date in each column according to how well you can do the skill.

1. Starting off and dealing with slides (PPT skills)	Skill Level	I don't know what this skill is.	I can do this skill with some help.	I can show someone else this skill.
Creating a new presentation	1			
Adding a new slide	1			
Changing slide design / layout	1			
Duplicating a slide	1			
Moving a slide	1			
Slide views	1			

2. Basics (PPT skills)	Skill Level	I don't know what this skill is.	I can do this skill with some help.	I can show someone else this skill.
Master slide	1			
Adding notes	1			
Page orientation (landscape/portrait)	3			
Zooming	3			
Snap to grid	3			
Screen grid	3			
Ruler	3			
Order – send to front/back	1			
Selecting objects	1			
Grouping objects	2			

2. Basics (PPT skills)	Skill Level	I don't know what this skill is.	I can do this skill with some help.	I can show someone else this skill.
Comments – add a comment	3			
Find and replace tool	2			
Autosave your work	1			

3. Text (PPT skills)	Skill Level	I don't know what this skill is.	I can do this skill with some help.	I can show someone else this skill.
Adding text to slide	1			
Adding a text box	1			
Font size	1			
Font style	1			
Font colour	1			
Embossed font	2			
Shadow on text	2			
WordArt – inserting	1			
WordArt – changing colours	2			
WordArt – changing the shape	3			
WordArt – changing letter spacing	3			

4. Formatting (PPT skills)	Skill Level	I don't know what this skill is.	I can do this skill with some help.	I can show someone else this skill.
Bullet point – adding	1			

4. Formatting (PPT skills)	Skill Level	I don't know what this skill is.	I can do this skill with some help.	I can show someone else this skill.
Bullet points – changing and customising	2			
Format painter	1			
Indenting text	2			
Justification / alignment	1			
Header / footer	1			

5. Backgrounds (PPT skills)	Skill Level	I don't know what this skill is.	I can do this skill with some help.	I can show someone else this skill.
Single coloured background	2			
Two coloured gradient background	2			
Pre-set fill effect background	2			
Textured background	2			
Picture or image background	2			
Design template	1			
Customising a design template	3			

6. Images (PPT skills)	Skill Level	I don't know what this skill is.	I can do this skill with some help.	I can show someone else this skill.
Adding an image	1			

6. Images (PPT skills)	Skill Level	I don't know what this skill is.	I can do this skill with some help.	I can show someone else this skill.
Cropping	1			
Rotating	2			
Brightness	2			
Transparency for part of image	3			
Watermark / transparent image	2			

7. Drawing shapes and lines(PPT skills)	Skill Level	I don't know what this skill is.	I can do this skill with some help.	I can show someone else this skill.
Drawing a straight line	1			
Drawing a dashed line	1			
Line colours	1			
Line thickness	1			
Arrows	1			
Basic shapes e.g. squares	2			
Shadows – adding a shadow to shapes	3			
3D shapes	3			
Transparency – making a shape transparent	3			

8. Charts (PPT skills)	Skill Level	I don't know what this skill is.	I can do this skill with some help.	I can show someone else this skill.
Adding a chart	1			

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Chart colours	2			
Chart axis	3			
Chart type	3			

9. Tables (PPT skills)	Skill Level	I don't know what this skill is.	I can do this skill with some help.	I can show someone else this skill.
Adding a table	2			
Adding a column	2			
Adding a row	2			
Deleting a row or column	2			
Merging table cells	2			
Border colours	3			
Border thickness	3			
Coloured background	3			
Text alignment in table cells	2			
Columns equal widths	2			
Rows equal heights	2			

10. Animations and slide transitions (PPT skills)	Skill Level	I don't know what this skill is.	I can do this skill with some help.	I can show someone else this skill.
Adding animation to	1			

10. Animations and slide transitions (PPT skills)	Skill Level	I don't know what this skill is.	I can do this skill with some help.	I can show someone else this skill.
text and images				
Changing animation effects	1			
Changing the order of animation	2			
Removing animation	2			
Slide transitions	3			

11. Hyperlinks and action buttons (PPT skills)	Skill Level	I don't know what this skill is.	I can do this skill with some help.	I can show someone else this skill.
Hyperlinks to other slides	1			
Hyperlinks to websites	1			
Removing a hyperlink	3			
Editing a hyperlink	2			
Changing the colour of a hyperlink	3			
Action button – how to add one	2			
Action button – changing the colour	3			
Action button – inserting an image onto it	3			
Hotspots	3			

12. Sound (PPT skills)	Skill Level	I don't know what this skill is.	I can do this skill with some help.	I can show someone else this skill.
Adding sound from the PPT sound clips	2			
Adding your own sound file	3			

13. Printing (PPT skills)	Skill Level	I don't know what this skill is.	I can do this skill with some help.	I can show someone else this skill.
Printing handouts	1			
Printing notes	1			
Making a macro to print presentation or handouts	3			