**Pre Training Assessment**

**Microsoft PowerPoint**

At Reboot Computer Training, 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 indicate which of the following skills and/or features of PowerPoint you feel confident about by ticking the relevant boxes.

**PowerPoint Introduction**

Know and understand what PowerPoint is

Open Existing Presentations

Save a Presentation.

Run the Slide Show.

Add Slides to the Presentation.

Change the Slide Layout.

Work with Blank Slides.

Use Slide Design Templates and Themes.

Add text, shapes, and images to a Slide

Format text and paragraphs

Add Bulleted Text to a slide.

Use Slide Transitions

Apply Basic Animation to objects

**Submit your completed form:**

Email as an attachment to [**admin@reboottraining.co.nz**](mailto:admin@reboottraining.co.nz)  
**PowerPoint Intermediate**

Create a Photo Album

Adding text to Shapes

Replace Fonts throughout a whole  
presentation.

Insert Slide Sections

Use the Slide Masters to modify and format slide layouts and containers

Insert Tables and Charts

Link and Embed Charts

Use Smartart to create Organisational and Flow Charts

Printing Notes and Handouts

Customise the Slide Show

Use the Presenter View

Use Action Buttons

Insert and edit audio and video files

Changing the sequence of animation within a slide