MICROSOFT POWERPOINT 2016

CORE SKILLS CHECKLIST

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

Beginner/Intermediate Skills

Create a new blank presentation
- ☐ Save the new presentation with a filename
- ☐ Enter and Modify text
- ☐ Add New slide to a presentation

Open and Edit a Presentation
- ☐ Open an existing presentation
- ☐ Navigate within a presentation
- ☐ Use outline view and other views
- ☐ Insert, duplicate, rename and hide a slide
- ☐ Revise slide orientation

Format a Presentation
- ☐ Move, cut, copy and paste text
- ☐ Format Characters - font, size, color, etc.
- ☐ Apply bulleted and numbered lists

Construct a Table in a Presentation
- ☐ Create a table in PowerPoint
- ☐ Align text in columns and rows
- ☐ Move columns and rows in a table
- ☐ Add shading and other style features to a table

Construct a Chart in a Presentation
- ☐ Create a simple chart using PowerPoint
- ☐ Enter data in an Excel worksheet
- ☐ Select chart type
- ☐ Modify chart appearance
- ☐ Annotate a chart

Add Objects to a Presentation
- ☐ Add WordArt or ClipArt to a slide
- ☐ Insert photo from computer or internet
- ☐ Add Text using text tool
- ☐ Convert tasks to appointments and back
- ☐ Change text direction

Create Drawn Object
- ☐ Draw lines and arrows
- ☐ Insert connecting shapes
- ☐ Draw rectangles, ovals and other shapes
- ☐ Use a shape as a text box

Refine a Presentation
- ☐ Use and revise slidemaster
- ☐ Create a new slidemaster

- ☐ Add an background graphic
- ☐ Add an background graphic to a slide
- ☐ Add transition and timing

Print or Export a Presentation
- ☐ Prepare a handout for a presentation
- ☐ Export a presentation in PDF or other format
- ☐ Upload a presentation to internet sharing

Deliver a Presentation
- ☐ Run an existing presentation with an audience
- ☐ Modify an existing presentation

Advanced Skills

Incorporate Audio in a Presentation
- ☐ Insert a sound file as an Icon
- ☐ Insert all or part of a sound file
- ☐ Specify timing, repetition, fading of a sound clip
- ☐ Add a CD audio sound track
- ☐ Record and add a sound file

Incorporate Video in a Presentation
- ☐ Link to a video clip
- ☐ Embed a video clip
- ☐ Link to an internet video in
- ☐ Modify settings of a video clip

Use Templates and Themes
- ☐ Base a new Presentation on an Office Template
- ☐ Modify and save a template
- ☐ Create and save a custom template
- ☐ Create a custom slide master
- ☐ Create a custom presentation theme

Incorporate Content from Other Programs
- ☐ Copy/Paste content from another program
- ☐ Insert link to content from another program
- ☐ Embed all/part of a file from another program
- ☐ 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.

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CORE SKILLS CHECKLIST

☐	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