

POWERPOINT 2007 - Check your Office skills

Company		Full name	
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Dept		Tel	
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Creating a standard presentation	Need
Office 2007 environment Mastering the graphic interface and the new file formats	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need
Creating Creating a presentation based on the company template, applying a theme, modifying the background and checking the global setup (<i>working with the slides orientation, dimensions, numbering ...</i>).	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need
Navigating Using the various view modes : normal, slide sorter, slideshow ... Organizing the slides by using cut-copy-paste methods	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need
Creating the slides and their objects Creating a new slide by using one of the preset dispositions Creating a new slide by reusing slides from an existing presentation Creating standard objects : Text, Table, Chart, SmartArt, Picture.	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need
Managing the objects Mastering their selection, visibility, dimensions and format Viewing the ruler, the grid and the guides	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need
The Slide Master (simple) Viewing the Master and modifying some settings (<i>such as the format for titles or creating a new layout</i>).	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need
Transitions (<i>slide disclosure when running the slideshow</i>) Applying transitions to slides	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need
Slideshow Running and internal navigation The slideshow settings (<i>with or without animations or timing, default color for the pen and so on</i>) Custom slideshows (<i>creating a slideshow containing only a selection from the existing slides</i>)	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need

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Advanced functions	Need
<p>Animations <i>(visual effect when the objects appear one by one on the slide during the slideshow)</i></p> <p>Creating and managing the chosen effect. <i>Advanced examples : grouping by level, dimming, inserting an object into a list of bulleted text and so on)</i></p>	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need
<p>Other objects (including text or not) Drawn shapes and text boxes Multimedia objects <i>(film or sound)</i> Hyperlinks <i>(to refer to an external file or web site ...)</i> Assigning an action to an object <i>(for example navigating to a given slide when you click a specific object while slide showing)</i></p>	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need
<p>Special objects Pasting a range of Excel cells or an Excel chart : <i>important issues such as weight and managing commands</i>). The so-called OLE objects <i>(creating an object using another Office or non Office program)</i></p>	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need
<p>Templates : themes and masters Creating or modifying the company theme that will be applied to all Office programs (included PowerPoint) Managing masters, mainly the Slide Master Creating templates specific to your company</p>	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need

Any other special need ?

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