

Level 1 PowerPoint

Getting started with PowerPoint

Basic concepts

This section covers items like:

- Knowing that PowerPoint is a Presentation Manager application

- Knowing the basic vocabulary of PowerPoint (Presentation, Slide, Placeholder...)

Creating presentations

This section covers things like:

- Creating new presentations from templates, themes, existing or blank presentations

Entering text in the Outline tab and Slide pane

This section covers things like:

- Being able to add text to your presentation in the Outline tab

- Being able to edit content in the Slide pane

Working with presentations

This section covers things like:

- Being able to open a presentation

- Being able to switch between open presentations

- Being able to save presentations

- Being able to close presentations

Displaying information in the presentation

This section covers things like:

- Being able to change the view

- Being able to move around the presentation

Setting up the presentation

Creating a Master slide

This section covers things like:

Being able to create and modify a Master slide

Inserting headers and footers

This section covers things like:

Being able to add headers and footers

Managing the slides

This section covers things like:

Being able to insert new slides

Being able to change the slide layout

Being able to duplicate slides

Being able to delete slides

Being able to rearrange slides

Being able to change the theme

Working with text

Selecting and editing text

This section covers things like:

Being able to select text and objects

Being able to use Select and Edit mode

Manipulating text

This section covers things like:

Being able to manipulate text

Checking the spelling

This section covers things like:

Being able to check and correct the spelling in your presentation

Being able to add words to the custom dictionary

Formatting text

Understanding formatting

This section covers things like:

- Knowing what formatting means
- Knowing how to apply formatting to text
- Knowing how to remove formatting from text

Aligning text

This section covers things like:

- Knowing how to align text

Changing bulleted information

This section covers things like:

- Knowing how to use bullet points

Working with objects

Using Clip Art

This section covers things like:

- Being able to insert Clip Art
- Being able to manipulate pictures

Using graphics

This section covers things like:

- Being able to insert an image from a file

Working with tables

This section covers things like:

- Being able to create and use a table
- Being able to format a table

Working with charts

This section covers things like:

- Being able to create a chart
- Being able to select items in a datasheet
- Being able to change the chart type
- Being able to adjust the dataset

Working with objects

This section covers things like:

Being able to create objects

Be able to format objects

Being able to edit and adjust objects

Being able to arrange objects

Enhancing the presentation

Changing the background colour

This section covers things like:

Being able to change the background colour of a single slide

Being able to change the background colour of all the slides in the presentation

Adding animation

This section covers things like:

Being able to animate objects

Being able to customise the animation

Understanding motion paths

This section covers things like:

Understanding motion paths

Adding slide transitions

This section covers things like:

Being able to add slide transitions

Being able to add transition sounds

Bringing it all together

Printing the presentation

This section covers things like:

Being able to print slides, handouts or notes

Being able to use Print Preview

IT SKILLS PATHWAY

LEVEL THREE

LEVEL TWO

LEVEL ONE

ENTRY

Creating notes and handouts

This section covers things like:

- Being able to create notes
- Being able to modify the Notes Master
- Being able to print notes
- Being able to print handouts

Running and viewing the presentation

This section covers things like:

- Knowing how you can run the slide show
- Being able to view the slide show
- Knowing how to navigate and annotate the slide show
- Knowing how to change slide show set up