

PowerPoint
Pre-Assessment

Name: _____

Class: _____

What **PowerPoint** skills do I already know?

- Start a new presentation
- Insert a new slide into my presentation
- Add text
- Format text
- Add background
- Insert ClipArt
- Insert Internet pictures
- Insert pictures from file (from other programs, digital, scanned, etc.)
- Add drawing features (like AutoShapes, lines, text boxes)
- Format drawing features (borders, fill colors, etc.)
- Add custom animation
- Add slide transitions
- View slide show
- View slide sorter (all slides at once)
- Use spell check
- Properly present a completed PowerPoint
- Make a movie out of my PowerPoint (export to QuickTime)
- Change order of slides
- Import slides from other presentations
- Record my own sounds
- Insert Internet sounds
- Insert digital video*
- Add active links*
- Add action buttons*
- Save PowerPoint as website*

Where/When did I learn these skills?

What would I like to learn about PowerPoint (that is not on the list above)?