

Skills inventory

Use the following form to gauge your skill level entering the class. For each skill listed, rate your familiarity from 1 to 5, with five being the most familiar. *This is not a test.* Rather, it is intended to provide you with an idea of where you're starting from at the beginning of class. If you're wholly unfamiliar with all the skills, you might not be ready for the class. If you think you already understand all of the skills, you might need to move on to the next course in the series. In either case, you should let your instructor know as soon as possible.

Skill	1	2	3	4	5
Opening and closing presentations					
Navigating in a presentation					
Creating presentations					
Adding, rearranging, and deleting slides					
Adding, editing, and formatting slide text					
Saving a presentation					
Inserting slides from other presentations					
Changing bullet styles					
Applying character formatting					
Applying paragraph formatting					
Copying text formatting					
Finding and replacing text					
Copying and pasting text					
Drawing and formatting shapes					
Duplicating, deleting, and moving objects					
Resizing, rotating, and aligning objects					
Adding text to objects and using text boxes					
Adding and modifying WordArt					
Inserting and modifying pictures					
Arranging and grouping overlapping items					
Inserting and modifying clip art					
Adding, modifying, and formatting tables					

Skill	1	2	3	4	5
Creating and formatting charts and diagrams					
Creating presentations based on templates					
Applying design themes					
Creating and modifying slide masters					
Specifying slide transitions and timings					
Adding and formatting speaker notes					
Setting up slide shows					
Proofing presentations					
Previewing and running presentations					
Printing presentations					