

Answer these questions honestly!

- Do you understand the Normal, Outline, and Slide Sorter views?
- Can you create presentations using Templates?
- Can you create slides using different layouts?
- Do you know how to Group and Ungroup objects?
- Are you able to animate your presentation?
- Can you create a chart in PowerPoint?
- Can you create tables on PowerPoint slides?
- Are you able to enhance your slides with SmartArt and Pictures?
- Do you know how to run the slide show with transition effects?

No

Take
PowerPoint Introduction
(1 day)

Yes

- Can you customize the Ribbon and Quick Access toolbar?
- Can you insert movies and sound?
- Can you personalize the PowerPoint interface?
- Can you manipulate the Slide Master?
- Are you able to add headers and footers?
- Can you convert bullets to SmartArt?
- Can you customize your animations?
- Are you able to create automatic, timed presentations?
- Can you incorporate hyperlinks into your presentations?
- Can you create a custom show?
- Are you able to annotate a presentation?
- Can you package your presentation for easy distribution?

No

Take
PowerPoint Advanced
(1 day)