

# PRELIMINARY (1/23/2009)

## list of skills to demonstrate on the PowerPoint Test

|     |                                                                                                                                                                                                                                                                 |  |  |  |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| 1.  | Create a new file, then apply the "blank" template.                                                                                                                                                                                                             |  |  |  |
| 2.  | Demonstrate that you cannot just type text, that you must use text box tool, find and use the text box tool, type within the text box.                                                                                                                          |  |  |  |
| 3.  | Change the text box to give it a solid box border, change typeface, size, color, alignment, etc. of text within the box.                                                                                                                                        |  |  |  |
| 4.  | Center the text box by using cursor keys to move box on the slide.                                                                                                                                                                                              |  |  |  |
| 5.  | Turn on the guides to see center crosshairs. Arrange > Align > Grid Settings > Display drawing guides on screen, or right-click to access the guides box. Move and duplicate drawing guides (alt for fine control when moving guide), create and delete guides. |  |  |  |
| 6.  | Ctrl-stretch the box to fill the page from center of page                                                                                                                                                                                                       |  |  |  |
| 7.  | Create multiple instances of type with Control-drag.                                                                                                                                                                                                            |  |  |  |
| 8.  | Select multiple instances of type with shift-click.                                                                                                                                                                                                             |  |  |  |
| 9.  | Modify multiple instances of type – color, face, size.                                                                                                                                                                                                          |  |  |  |
| 10. | Rotate type block.                                                                                                                                                                                                                                              |  |  |  |
| 11. | Insert shapes, as in Word, include text blocks, duplicate, manipulate (apply effects)                                                                                                                                                                           |  |  |  |
| 12. | Arrange > Move items forward and backward in stacking order, to back and to front, include text blocks                                                                                                                                                          |  |  |  |
| 13. | Arrange > Group and ungroup items -- move, scale, color as a group                                                                                                                                                                                              |  |  |  |
| 14. | Set type, make it large, apply shadow (type must not be black), apply spacing, all else remains same as in Word                                                                                                                                                 |  |  |  |
| 15. | Set background color for slide (right-click on background), apply to all, choose solid fill, choose a preset background gradient fill, format background, all other fill options E                                                                              |  |  |  |
| 16. | Insert clip art, pictures, shapes, smart art, WordArt, at least one example each, and manipulate them for shape, gallery, border, etc. E                                                                                                                        |  |  |  |
| 17. | Double-click text to get to format tab, choose WordArt styles, apply formatting to text boxes with shape effects E                                                                                                                                              |  |  |  |
| 18. | Flip, rotate art (Arrange > Rotate; also available within picture formatting ribbon if working with pictures), also shift-rotate                                                                                                                                |  |  |  |
| 19. | Arrange > Align multiple objects                                                                                                                                                                                                                                |  |  |  |
| 20. | Arrange > distribute multiple objects                                                                                                                                                                                                                           |  |  |  |
| 21. | Create new slide, place objects on it, duplicate slide from within thumbnails, use large numbers to keep track, copy and paste from slide to slide, go back to thumbnails, delete slide, re-order slides                                                        |  |  |  |
| 22. | Insert date and time, insert slide number                                                                                                                                                                                                                       |  |  |  |
| 23. | View > zoom, fit to window                                                                                                                                                                                                                                      |  |  |  |
| 24. | Ctrl-Shift C and Ctrl-Shift V and Format Painter, as in Word – copies formatting of objects to other objects as well as type formatting                                                                                                                         |  |  |  |
| 25. | Insert table, like Word, use alignment tools for cells                                                                                                                                                                                                          |  |  |  |
| 26. | Picking custom colors, like Word                                                                                                                                                                                                                                |  |  |  |
| 27. | Text fill, with gradients, etc.                                                                                                                                                                                                                                 |  |  |  |
| 28. | View > Slide sorter, rearrange slides, return to normal view                                                                                                                                                                                                    |  |  |  |
| 29. | Start show from beginning and from current slide, control show with mouse and keyboard                                                                                                                                                                          |  |  |  |
| 30. | transitions                                                                                                                                                                                                                                                     |  |  |  |
| 31. | Animations, including custom animations                                                                                                                                                                                                                         |  |  |  |
| 32. | Set up slide show                                                                                                                                                                                                                                               |  |  |  |
| 33. | On-screen pen, menu, navigation                                                                                                                                                                                                                                 |  |  |  |
| 34. | Action buttons, create, specify destination, format                                                                                                                                                                                                             |  |  |  |
|     |                                                                                                                                                                                                                                                                 |  |  |  |