

PowerPoint 2010 - Level 1 Self -Evaluation

The purpose of the self evaluation is to determine if you should enroll in this training session or move forward to the next level. A score of 70% is used as the cutoff for advancement.

Direction: Place a 1 in any area you feel confident, otherwise leave it blank

Yes

I can identify the elements of the user interface	
I can view presentations	
I can save a presentation	
I can access and use Microsoft PowerPoint Help	
I can select a presentation style	
I can enter text	
I can edit text	
I can format text placeholders	
I can add slides to a presentation	
I can arrange slides	
I can work with themes	
I can apply character formats	
I can format paragraphs	
I can insert images into a presentation	
I can add shapes	
I can add visual styles to the text in a presentation	
I can edit graphical objects	
I can format Graphical Objects	
I can group graphical objects on a slide	
I can arrange graphical objects on a slide	
I can apply animation effects	
I can insert a table	
I can format tables	
I can import tables form other Microsoft Office Applications	
I can insert charts	
I can modify a chart	
I can import charts from other Microsoft Office applications	
I can review the contents of a presentation	
I can divide a presentation into sections	
I can add transitions	
I can add speaker notes	
I can print a presentation	
I can deliver a presentation	

Total Score:

Percent: 

If your percentage was **greater than 70%**, we recommend you take the level 2 session.

If your percentage was **less than 70%**, we recommend you take the level 1 session.