

## PowerPoint 2010 - Level 2 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 customize the PowerPoint interface            |  |
| I can set options for working with PowerPoint       |  |
| I can set up a slide master                         |  |
| I can create custom slide layouts                   |  |
| I can add footers                                   |  |
| I can modify the notes master                       |  |
| I can modify the handout master                     |  |
| I can insert SmartAtr graphics                      |  |
| I can modify SmartArt graphics                      |  |
| I can customize slide component animations          |  |
| I can set up a custom slide show                    |  |
| I can annotate a presentation                       |  |
| I can crate a Presenter-Independent slide show      |  |
| I can set up a slide show to repeat automatically   |  |
| I can review a presentation                         |  |
| I can publish slides to a slide library             |  |
| I can restrict access to a shared presentation      |  |
| I can share a presentation using PowerPoint web app |  |
| I can broadcast a presentation                      |  |
| I can convert a presentation to a video             |  |
| I can package a presentation                        |  |
| I can publish a presentation to other file formats  |  |
| I can secure a presentation                         |  |

**Total Score:**

**Percent:** 

If your percentage was **greater than 70%**, contact Washburn Tech for a custom training session.

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