

PowerPoint 2013 - Part 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.

I can navigate the PowerPoint environment	
I can create and save a PowerPoint presentation	
I can use help	
I can select a presentation type	
I can view and navigate a presentation	
I can edit text	
I can build a presentation	
I can format characters	
I can format paragraphs	
I can format text boxes	
I can insert clip art and images	
I can insert shapes	
I can edit objects	
I can format objects	
I can group objects	
I can arrange objects	
I can animate objects	
I can create a table	
I can format a table	
I can insert a table from other Microsoft Office applications	
I can create a chart	
I can format a chart	
I can insert a chart from Excel	
I can review a presentation	
I can print my presentation	
I can deliver my presentation	
I can apply transitions	

Total Score:

Percent: 

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

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