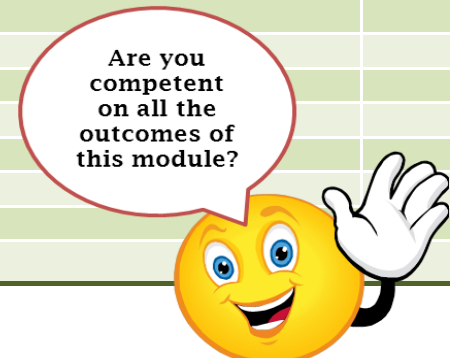


Microsoft Office PowerPoint 2010 Level 1 - Checklist



Outcomes Achieved	X
Lesson 1: Getting Started with PowerPoint: Page 2 - 27	
Elements of the Interface	
View Presentations	
Save a Presentation	
Lesson 2: Creating a Basic Presentation: Page 34 - 63	
Select a Presentation type	
Enter & Edit Text	
Format text Placeholders	
Add slides to a Presentation	
Arrange Slides	
Work with themes	
Lesson 3: Formatting text on slides: Page 70 - 76	
Apply Character formats	
Format Paragraphs	
Lesson 4: Adding Graphical Objects to a Presentation: Page 86 - 99	
Insert images into a Presentation	
Add Shapes	
Add visual styles to text	

Outcomes Achieved	X
Lesson 5: Modifying Graphical Objects to a Presentation: Page 104 - 128	
Format Graphical Objects	
Group Graphical Objects on a slide	
Arrange Graphical objects on a slide	
Apply animation effects	
Lesson 6: Working with Tables: Page 134 - 144	
Insert & Format Tables	
Import tables from other applications	
Lesson 7: Working with Charts: Page 150 - 163	
Insert & Modify Charts	
Import Charts from other Applications	
Lesson 8: Preparing to deliver a Presentation	
Review content in a presentation	
Divide a presentation into Sections	
Add transitions and Speaker notes	
Print and Deliver a presentation	
Final Assessment	



Student Name and Surname:
Identity Number:
Date:

Signed:
