

Student Name:

PowerPoint Presentation Skills

If you know how to do the following steps in PowerPoint listed below highlight the 😊, copy and paste it in the cell next to it. If you do not know or are unsure how to do a certain step highlight the 😞 copy and paste it in the next cell.

<b>I Can:</b>	
☺ I can open, save and print a PowerPoint presentation document	
☺ Insert a new slide and delete a slide.	
☺ Change the background of a slide.	
☺ I can insert graphics and text.	
☺ I can insert and resize clipart to fit within a document	
☺ I can apply slide transitions.	
☺ I can apply animations.	
☺ I can insert multimedia such as movies and sounds.	
☺ I can change the font size, font style and font color within the PowerPoint document.	