

<b>Computer Skills Placement Objectives</b>
<b>Presentations</b>
<b>Using the application</b>
<b>First Steps with presentations</b>
Open (and close) a presentation application
Open one, several presentations
Create a new presentation ( default template).
Save a presentation to a location on a drive.
Save a presentation under another name.
Save a presentation in another file type such as: Rich Text Format, template, image file format, software specific file extension, version number.
Switch between open presentations.
Use available Help functions.
Close a presentation
<b>Adjust Settings</b>
Use magnification/zoom tools
Display/hide built-in toolbars
Modify basic options/preferences in the application: user name, default directory/ folder to open, save presentations.
<b>Developing a Presentation</b>
<b>Presentation Views</b>
Understand the uses of different presentation view modes
Change between presentation view modes
<b>Slides</b>
Add a new slide with a specific slide layout such as: title slide, chart and text, bulleted list, table.
Change between built-in slide layouts
Change background color on specific slide(s), all slides
<b>Using Design Templates</b>
Apply an available design template to a presentation
Change between available design templates
<b>Master Slide</b>
Insert a picture, image, drawn object into a master slide. Remove a picture, image, drawn object from a master slide.
Add text into Footer of specific slides, all slides in a presentation.
Apply automatic slide numbering, automatically updated date, non-updating date into Footer of specific slides, all slides in a presentation.
<b>Text and Images</b>
<b>Text Input, Formatting</b>
Add text into a presentation in standard, outline view.
Edit slide content, notes pages content by inserting new characters, words.
Change text appearance: font sizes, font types.
Apply text formatting such as: bold, italic, underline.
Apply case changes to text
Apply different colors to text
Apply shadow to text
Align text: left, centre, right in a slide.
Adjust line spacing before and after bulleted, numbered points.
Change between the style of bullets, numbers in a list from built-in standard options.

Use the undo, redo command
<b>Pictures, Images</b>
Insert a picture into a slide
Insert an image into a slide
<b>Duplicate, Move, Delete</b>
Duplicate text, pictures, images within the presentation, between open presentations.
Move text, pictures, images within the presentation, between open presentations.
Resize pictures, images in a presentation.
Delete text, pictures, images in slide
<b>Charts/Graphs, Drawn Objects</b>
<b>Using Charts/Graphs</b>
Input data to create, modify different kinds of built-in charts/graphs in a slide: column, bar, line, pie.
Change the background color in the chart/graph.
Change the column, bar, line, pie slice colors in the chart/graph.
Change the chart/graph type.
<b>Organization Charts</b>
Create an organization chart with a labeled hierarchy. (Use a built-in organization chart feature).
Change the hierarchical structure of an organization chart.
Add, remove managers, co-workers, sub-ordinates in an organization chart.
<b>Drawn Objects</b>
Add different types of drawn object to a slide: line, free drawn line, arrow, rectangle, square, circle, text box, other available shapes.
Change drawn object background color, line color, line weight, line style.
Change arrow start style, arrow finish style.
Apply a shadow to a drawn object.
Rotate, flip a drawn object.
Align a drawn object: left, centre, right, top, bottom of a slide.
Resize drawn object, chart within the presentation.
Bring an object to the front, back.
<b>Duplicate, Move, Delete</b>
Duplicate a chart/graph, drawn object within the presentation, between open presentations.
Move a chart/graph, drawn object within the presentation, between open presentations.
Delete a chart/graph, drawn object.
<b>Slide Show Effects</b>
<b>Preset Animation</b>
Add preset text, image animation effects to slides. Change preset animation effects on text, images.
<b>Transitions</b>
Add transition effects between slides. Change slide transition effects between slides.

<b>Prepare Outputs</b>
<b>Preparation</b>
Select appropriate output format for slide presentation such as: overhead, handout, 35 mm slides, on-screen show.
Spell-check a presentation and make changes such as: correcting spelling errors, deleting repeated words.
Add notes for the presenter to slides.
Change slide setup, slide orientation to portrait, landscape. Change paper size.
Duplicate, move slides within the presentation, between open presentations.
Delete a slide, slides.
<b>Printing</b>
Print entire presentation, specific slides, handouts, notes pages, outline view of slides, number of copies of a presentation.
<b>Deliver a Presentation</b>
Hide, show slides.
Start a slide show, start a slide show on any slide.