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| --- | --- | --- | --- |
| **Name** |  | **Course** |  |
| **Email** |  | **Course Date** |  |

Skills Check List - MS PowerPoint Level 2 Intermediate

The list below illustrates the skills you need to be able to demonstrate, to participate in an MS PowerPoint Level 2 (Intermediate) course. If you can answer 'yes' to all of them, then you **are** able to book onto the Level 2 courses.

However, if you answer 'no' to any in the list, you need to enhance your skills, by completing the Level 1 course.

Please return the completed Checklist to [SLDTeamsTrainingandSupport@lancashire.gov.uk](mailto:SLDTeamsTrainingandSupport@lancashire.gov.uk)

**Following the Trainer’s assessment, we will only contact you if we deem you have not met the skills required for this course. Otherwise, the trainer will send you the Joining Instructions, together with the link for the virtual training and any necessary data files.**

|  |  |  |
| --- | --- | --- |
| Can you do? | Skill Level | Yes/No  (Y/N) |
| ***File Tab*** |  |  |
| * Printing/Print preview | Level 1 |  |
| * Save/Save As | Level 1 |  |
| * Autosave | Level 1 |  |
| ***General*** |  |  |
| Copy slides | Level 1 |  |
| Delete Slides | Level 1 |  |
| Work with text (entering/amending/deleting) | Level 1 |  |
| ***Home Tab*** |  |  |
| **Clipboard Group** |  |  |
| * Cut/copy/paste - Drag and drop | Level 1 |  |
| **Slides Group** |  |  |
| * Insert a new slide | Level 1 |  |
| * Change slide layout | Level 1 |  |
| * Copy Slides | Level 1 |  |
| **Font Group** |  |  |
| * Change Font styles/sizes | Level 1 |  |
| * Add Bold/underline/italics | Level 1 |  |
| **Paragraph Group** |  |  |
| * Text alignment/Paragraph | Level 1 |  |
| * Use Bullets/numbers | Level 1 |  |
| * Line spacing | Level 1 |  |
| **Drawing Group** |  |  |
| * Insert Shapes | Level 1 |  |
| * Use of Arrange | Level 1 |  |
| **Editing Group** |  |  |
| * Find and Replace | Level 1 |  |
| ***Insert Tab*** |  |  |
| **Images Group** |  |  |
| * Insert/delete pictures | Level 1 |  |
| * Move/Delete/amend | Level 1 |  |
| **Illustrations Groups** |  |  |
| * Insert Shapes | Level 1 |  |
| * Move/Delete/amend | Level 1 |  |
| **Text Group** |  |  |
| * Header/Footer (Slide numbers, Date) | Level 1 |  |
| ***Slide Show Tab*** |  |  |
| **Start Slide Show group** |  |  |
| * From beginning | Level 1 |  |
| * From current slide | Level 1 |  |
| ***Review Tab*** |  |  |
| **Proofing Group** |  |  |
| * Spell check/Thesaurus | Level 1 |  |
| ***View Tab*** |  |  |
| **Presentation Views Group** |  |  |
| * Normal | Level 1 |  |
| * Slide Sorter | Level 1 |  |
| * Notes Page | Level 1 |  |
| **Zoom Group** |  |  |
| * Zoom | Level 1 |  |
| * Fit to window | Level 1 |  |

*[For Business Systems Trainer use only]*

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| --- | --- |
| Candidate Confirmation on Course | Yes/No |
| Comments, Advice or Recommendations |  |