



4D Group – Training Division

## Training Needs Analysis – Powerpoint

Name: \_\_\_\_\_ Department: \_\_\_\_\_

		Yes	No	Sometimes
1	I can select multiple items on the slide at one time			
2	I can create a perfect square or circle			
3	I can control and format bullets and numbering			
4	I can control the vertical and horizontal paragraph spacing			
5	I can put text in shapes			
6	I can change the colour and apply shading to objects			
7	I can change the slide layout of one or many slides			
8	I can move an object to appear above or behind other ones			
9	I can put page numbers etc at the bottom of the slide			
10	I can copy or move an item from one area of the presentation to another			
11	I can group several objects together and treat them as one			
12	I can get PowerPoint to line up objects with each other			
13	I can move or delete slides			
14	I can use the outline view to insert and control a text-based presentation			
15	I can add notes to aid the presenter			
16	I can print more than one slide per A4 sheet			
17	I can insert a slide from a different presentation without using Copy/Paste			
18	I can draw lines so that they are attached to an object they are attached to			
19	I can find fonts and replace them with the one I want			
20	I can import data or a chart from Excel into PowerPoint			
21	I can run and control a slide show			
22	I can take parts of a Word document into PowerPoint without Copy/Paste			
23	I can add an object to every slide in one go (i.e. company logo)			
24	I can use the tables facility			
25	I can create an organisation chart or other diagram as required			
26	I can insert pictures and photographs and manipulate them			
27	I can get text to appear when the presenter clicks the mouse			
28	I can create and format a graph			
29	I can hide and re-display rows or columns in the datasheet			
30	I can change the background colour to a single slide			
31	I can change the design of the presentation being used			
32	I can change the entire colour scheme of design in the presentation			
33	I am a presenter and I can record the length of time the presentation takes me			
34	I can create an interactive slide show			
35	I can create a template			
36	I can record a macro			