

The wise choice for all your training needs...

Academy Training
Solutions Limited



01483 331 988



www.academytrainingsolutions.co.uk

Name: _____ Date: _____

Company: _____ E-mail: _____

Microsoft PowerPoint Pre-Course Evaluation

This form enables us to assess your knowledge before the training and decide which level courses would best suit you. Our aim is for you to get the most out your training.

Please answer honestly Yes, No or Unsure to the following questions:

		Yes	No	Unsure
1	Have you used PowerPoint program before?			
2	Can you create a new presentation?			
3	Can you open, close, save presentations?			
4	Can you use the PowerPoint toolbars?			
5	Do you Format Text on presentations?			
6	Have you worked with Slide Layouts?			
7	Do you use SmartArt?			
8	Can you add and customise shapes?			
9	Have you worked with 'Vector Graphics'?			
10	Can you Re-use slides from another presentation?			
11	Do you understand the Print options in PowerPoint?			
12	Do you know how to use the Help feature?			
13	Have you worked with Tables in PowerPoint?			
14	Do you use Charts in presentations?			
15	Can you insert a chart from Excel?			
16	Can you link a chart to one in Excel?			
17	Do you use the Picture Tools Formatting Tab?			
18	Can you apply animations and transitions?			
19	Do you understand what a Theme is in Office?			
20	Can you edit Slide Masters?			
21	Do you know how to use a Template?			
22	Can you insert Video and Audio into your Presentations?			
23	Do you use a Self-running presentation?			
24	Have you used the Presenter View?			
25	Have you used Timings?			
26	Can you Package a PowerPoint presentation?			