

Use the following form to gauge your understanding of **PowerPoint 2003**. For each skill listed, rate your familiarity from 1 to 3. A one (1) indicating that you are wholly unfamiliar with that skill and a three (3) indicating that you understand that skill fully.

<b>Course Level</b>	<b>Skill</b>	<b>1</b> Wholly Unfamiliar	<b>2</b> Somewhat Familiar	<b>3</b> Very Familiar
<b>Level 1</b>	Start PowerPoint and open an existing presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Identify and switch views in PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Move from slide to slide in normal view	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Rearrange, delete and insert slides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Change font, font size and bullet styles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Use the find, replace, cut, copy and paste commands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	View the ruler, set tabs, and align text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Create AutoShapes and text boxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Insert and modify WordArt and ClipArt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Add and enter text in a table	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Insert an Excel Chart	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Add transitions and speaker notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Run a slide show	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Print handouts and Package a slide show	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Level 2</b>	Use and customize a design template	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Use and modify slide masters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Add headers and footers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Modify the Notes Master	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Insert and modify an organization chart (or diagram)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Drawing flowcharts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Add sound or music	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Add or change animation effects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Set motion paths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Modify order and timing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Add and modify hyperlinks and action buttons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Create custom shows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Annotate a presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Create and modify narrations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Set slide show options (such as kiosk options)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	