Normandale Community College

COMPUTER APPLICATION SKILLS ASSESSMENT
Introduction to PowerPoint 2007

Name:	
Company/Department:	
Date:	

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For each course objective/competency listed below, enter the number that best describes your skill level in the last column, **Points**. The range of points begins with not applicable, **NA,** representing an absence of skill (0 pts.) to **High** representing 4 pts., proficient skill level.

Course Objectives/Competencies	N/A	Low	Fair	Good	High	Points
1. Identify elements of the PowerPoint screen (e.g. toolbar icons, panes, views)	0	1	2	3	4	
2. Create a presentation using a predefine template	0	1	2	3	4	
3. Practice navigation methods with slides	0	1	2	3	4	
4. Identify print and page setup options	0	1	2	3	4	
5. Review PowerPoint design tips and hints	0	1	2	3	4	
6. Create slides using a variety of text and content layouts	0	1	2	3	4	
7. Insert images in a slide suing print screen	0	1	2	3	4	
8. Insert and format images within a slide	0	1	2	3	4	
9. Create a new presentation with the photo album feature	0	1	2	3	4	
10. Adjust line spacing within bullets	0	1	2	3	4	
11. Create a slide using efficient methods for including bullets	0	1	2	3	4	
12. Create and format a table within a slide	0	1	2	3	4	
13. Apply a design template to a slide	0	1	2	3	4	
14. Create and apply slide masters to a presentation	0	1	2	3	4	
15. Create and edit headers and footers	0	1	2	3	4	
16. Create a radial SmartArt within a slide	0	1	2	3	4	
17. Create and format a slide with a drawing element	0	1	2	3	4	
18. Create a sound clip within a slide	0	1	2	3	4	
19. Create a pie graph within a slide	0	1	2	3	4	

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20. Create an organization chart within a slide	0	1	2	3	4	
21. Create a WordArt within a slide	0	1	2	3	4	
22. Apply transitions to slides	0	1	2	3	4	
23. Apply progressive disclosure (e.g. animation effect) with bulleted slides	0	1	2	3	4	
24. Review basic animation effects that can be applied to objects on slides	0	1	2	3	4	

Enter any comments regarding your skill:

Add up the points in the Points column and enter in the box to the right	➡ **Total Points**	
Divide your total points by 0.96 and enter your percentage in the box to the right	➡ **Percentage**	

Evaluate Your Score:

85% - 100%	Excellent	Possess technical competency in this subject
70% - 84%	Moderate	Skills are adequate or marginal—may need review
Below 70%	Weak	Need to take course or review key areas of weakness