

PowerPoint - Please tick

Yes No

Have you used a Presentation package before?		
Which package and version are you are using? If you are not sure then select the <u>H</u> elp option on the Menu and choose <u>A</u> bout...this will tell you the version. Please note this information is very important for effective Training Needs Analysis.		

The following questions focus on your ability. Using the key below please put a cross on your current ability and your desired ability. If the task is not required please tick in the "Not Required" column.

- 1 Little or no knowledge
- 2 Just enough to complete the task
- 3 Competent
- 4 Competent - no additional training required

Can You?	Current Ability				Desired Ability				Not Req
Create a simple presentation?	1	2	3	4	1	2	3	4	
Insert text onto a slide?	1	2	3	4	1	2	3	4	
Insert a Graphic onto a slide?	1	2	3	4	1	2	3	4	
Manipulate a Graphic i.e., change its position and size?	1	2	3	4	1	2	3	4	
Create a Bulleted List?	1	2	3	4	1	2	3	4	
Create an Organisational Chart?	1	2	3	4	1	2	3	4	
Create Graphs?	1	2	3	4	1	2	3	4	
Insert Transition Effects to run between the pages of your presentation?	1	2	3	4	1	2	3	4	
The above subjects are Introduction level. Do you wish to attend a course at this level?									Yes / No
Add Sounds to a Slide Show?	1	2	3	4	1	2	3	4	
Add Movies to a Slide Show?	1	2	3	4	1	2	3	4	
Add Hyperlinks and Action buttons?	1	2	3	4	1	2	3	4	
Use the Excel Import & Chart options?	1	2	3	4	1	2	3	4	
Create & print Handouts, Slides and Speaker notes?	1	2	3	4	1	2	3	4	
Create templates and design masters?	1	2	3	4	1	2	3	4	
The Above Subjects are Advanced Level. Do you wish to attend a course at this level									Yes / No