

Training Needs Analysis Form



Introduction to PowerPoint 2003/2007

Name: _____

Position: _____

Organisation: _____

Please place a tick in the relevant column to indicate whether you can do the following:

Task	Yes	No	Don't know
Identify the parts of the screen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Define what PowerPoint is used for	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open an existing presentations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Navigate slides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use different views	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Play a slide show	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use the AutoContent wizard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a presentation from scratch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use different slides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add new slides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change slide layout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use Spell Check	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create diagrams effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apply design templates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change a colour scheme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with font schemes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rearrange slide order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Duplicate a slide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete & hide slides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understand the slide master	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add new objects to the slide master	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Animate objects on slides effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use motion paths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Animate slides using transition effects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use player controls when playing a slide show	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create speaker notes & handouts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use print options effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare and package a presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Training Needs Analysis Form



Advanced PowerPoint 2003/2007

Name: _____

Position: _____

Organisation: _____

Please place a tick in the relevant column to indicate whether you can do the following:

Task	Yes	No	Don't know
Understand the process of creating a show	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify and use all types of slide layouts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hide a slide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with the slide master	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use animation effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change animation order and start settings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use object animation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a photo album	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use paste special to compress photos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insert a movie &/or sound	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loop movies & sounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a PowerPoint template	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a custom show	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insert slides from other files effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create an automatic show	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Send a presentation to Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use hidden slides when playing a slide show	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annotate a slide when playing a show	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pack a show with linked files and objects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Present a show effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>