Microsoft PowerPoint 2010 Advanced/Intermediate Skills Checklist

This checklist has been compiled to help job seekers to efficiently communicate their current proficiency with Advanced/Intermediate skills in using Microsoft PowerPoint 2010.

Incorporate Audio in a Presentation	
❑	**Insert** a sound file as an Icon
❑	**Insert** all or part of a sound file in a presentation
❑	**Specify** timing, repetition, fading of a sound clip
❑	**Add** a CD audio sound track to a presentation
❑	Record and add a sound file to a presentation

Incorporate Video in a Presentation	
❑	**Link** to a video clip in a presentation
❑	**Embed** a video clip **in** a presentation
❑	**Link** to an internet video in a presentation
❑	**Modify** settings of a video clip

Use Templates and Themes	
❑	**Base** a new Presentation on an Office Template
❑	**Modify** and save a template
❑	**Create** and save a custom template
❑	**Create** a custom slide master
❑	**Create** a custom presentation theme

Incorporate Content from Other Programs	
❑	**Copy/Paste** content from another program
❑	**Insert** link to content from another program
❑	**Embed** all/part of a file from another program
❑	**Convert/edit** an embedded object
❑	**Export** a PowerPoint Object to another program

Create an Interactive Presentation	
❑	**Create** a link to another slide in the presentation
❑	**Insert** a link to an email address
❑	**Create** a graphic hyperlink
❑	**Place** an action button on a slide
❑	**Create** a self-running presentation

Use Animation in a Presentation	
❑	**Assign** a transition to a slide
❑	**Modify slide** transition effects and timing
❑	**Associate** a sound to a slide transition
❑	**Control** Animation timing **with** Advanced Timeline

Suggested instructions for use of this checklist:

1. Delete items that you have not yet performed (copy chart and title and paste in a Word file).
2. Replace check box with ☑ symbol, or print out checklist and check the appropriate boxes with broad-tipped black pen.
3. Bring copies of checklists for relevant skills to interviews, or potentially create a PDF or Word Document containing multiple checklists and email as an attachment along with resume. If you have a portfolio, enclose checklists.

Your feedback on the usefulness of this checklist along with suggested changes is encouraged and appreciated.

Please visit **danarmishaw.com** for additional materials.

Other checklists for intermediate and advanced skills are available at **danarmishaw.com**