

Datex Systems Training



Pre-Course Questionnaire- PowerPoint All levels



Please answer each question as accurately as possible. Thank You.

Delegate Details		
Name:	Any other relevant information :	
Company Name:		
Position:		
Phone:		
About Your Current Spreadsheet Software Knowledge		
1. Can you create a presentation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. If so, do you know what slide designs are and autolayouts - please explain?		
3. Can you copy information in a presentation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Can you change the appearance of text?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Do you know how to manipulate and change the colours etc on clipart?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Can you create charts?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Can you create tables?		
8. Can you Save ?	Yes <input type="checkbox"/>	Print? Yes <input type="checkbox"/>
No <input type="checkbox"/>	No <input type="checkbox"/>	Open? Yes <input type="checkbox"/>
9. Can you explain what Masters are in PowerPoint and how to use them?		
10. Can you link information from other presentations and other programs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11. Can you create organisation charts?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12. Do you know how to make templates?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13. Can you automate and animate a presentation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14. If so, give an example of an animation effect?		
15. Can you do WordArt?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
16. Define the use of the Auto Content Wizard .		