Technology Proficiency Exam
Presentation

A. Getting Started

1. Be able to open a presentation application.
2. Be able to open existing presentations, make modifications, and save the presentations to hard disk, diskette or zip disk, and network drive.
3. Be able to change the display modes (slide view, slide-sorter view, outline view, slide-show view, and notes view.)
4. Be able to use help functions.
5. Be able to close the application.
6. Be able to print a presentation in various formats including speaker notes, handouts, etc.
7. Be able to change the theme of a presentation and to apply slide transitions to both individual slides and an entire presentation.

B. Basic Operations

1. Be able to create a new presentation.
2. Be able to use the undo command
3. Be able to choose an appropriate slide layout form for individual slides (title slide, chart, chart and text, bulleted list, etc.)
4. Be able to modify slide layout.
5. Be able to add text, text boxes, and images to slides.
6. Be able to re-order slides within a presentation.
7. Be able to delete one or more slides from a presentation.
8. Be able to re-size and move a text box and images within a slide. Be able to place a selected object in front of or in back of another object.
9. Be able to import other objects such as spreadsheets, tables, charts, SmartArt, movies, graphs, and graphics files to slides. Be able to use shapes including modifying their format with borders, fill, etc. Be able to align selected objects.
10. Be able to add a picture effect to a selected picture. Be able to rotate pictures.