**PLEASE READ ALL INSTRUCTIONS**

You must complete and return this form before being accepted as a participant on the *PowerPoint* course.

**You should complete and save the file on your computer.**

**Alternatively you can print the file and complete it by hand – you will then need to scan the document.**

**You may be requested to ENABLE CONTENT if your security level is set too high.**

**Email your completed form to** **tna@dti.ie** **no later than 10 days before the course date.**

**Please provide your direct contact details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Email:** |  |
| **Company:** |  | **Department:** |  |

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| **Course Date:**If you are already booked on a course OR intend booking a scheduled course – what date is the course scheduled for? |  |

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| Have you ever attended a formal course in this subject? |  |  |

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| If Yes – Was the Course delivered by D.T.I.? |  |  |

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| If you attended a formal training course in the past, please indicate when this training took place and at what level it was aimed *(Click Dropdown Arrows)*. |
| When |  | Level |  |

Please indicate if you can comfortably perform the following tasks:

More on next page…

| Task Or Feature |  | Yes | No |
| --- | --- | --- | --- |
|  |  |  |  |
| Opening, Closing and Saving files. |  |  |  |
| Starting a new presentation. |  |  |  |
| Choosing the correct slide layout – including being able to change an existing slide layout. |  |  |  |
| Using the “Click to Add” placeholders to add titles and text to slides. |  |  |  |
| Formatting text in a slide – including, Font colour, size, alignment, bold, italic etc. |  |  |  |
| Creating bullet lists and numbered lists. |  |  |  |
| Drawing text boxes in slides to create your own custom layouts. |  |  |  |
| Resizing, moving and deleting placeholders or text boxes. |  |  |  |
| Use font features such as Change Case and Replace Fonts. |  |  |  |
| Set up pages within your presentation – Including Orientation. |  |  |  |
| Edit slides – Including deleting slides, inserting new or duplicate slides. |  |  |  |
| Cut / paste or copy / paste slides or parts of slides. |  |  |  |
| Work in slide sorter view to rearrange slide sequence. |  |  |  |
| Insert pictures which are stored in clipart or in files. |  |  |  |
| Resize, flip, rotate, move and delete pictures. |  |  |  |
| Apply a slide design template to a presentation. |  |  |  |
| Format the background of a slide to include fill effects and background pictures. |  |  |  |
| Create slide transitions. |  |  |  |
| Use animation sequences in a slide show. |  |  |  |
| Run and manage a slide show. |  |  |  |
| Create Speaker Notes for your slides. |  |  |  |
| Print slides – including handouts with 3 / 6 / 9 slides to a page. |  |  |  |
| Create a slide with a table in it. |  |  |  |
| Create a slide with PowerPoint graphs. |  |  |  |
| Create links between Excel and PowerPoint to display cell ranges or graphs created (and updated) in Excel. |  |  |  |
| Work with drawings, objects, shapes – including arranging, distributing, flipping, rotating them. |  |  |  |
| Create flowcharts in PowerPoint Slides. |  |  |  |
| Create Master Slides so that items are repeated on all slides.  |  |  |  |
| Adding footers and page numbers. |  |  |  |
| Using complex animations within slides – including animating charts. |  |  |  |
| Hyperlinking from one slide to another or from one presentation to another.  |  |  |  |
| Inserting Action Buttons in a slide to navigate around the presentation. |  |  |  |
| Inserting sounds or movie clips into slides. |  |  |  |
| Importing slides from other presentations. |  |  |  |
| Creating slides from data in other applications. |  |  |  |
| Create a slide show and manage how it runs – including timing, pens, notes etc. |  |  |  |
| Packaging a slide show onto a CD. |  |  |  |
| Create custom shows and hide slides. |  |  |  |

More on next page…

IMPORTANT

**Not everything listed above will be covered on your course.** Your training department has already indicated what their Aims & Objectives are for the course. This will be the determining factor in deciding the course content. To facilitate your training group we will customise the content so that it reflects the overall level of training required by the whole group. Therefore many items on the course might already be familiar to you. We would ask for your patience and understanding while we take everyone in the group to the next level.

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| --- | --- | --- |
| What kind of problems are you continually experiencing while using this application?  |  |       |

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| --- | --- | --- |
| Are there specific features - other than those listed above - which you wish to be able to understand? *(These can only be covered if there is sufficient time and it does not detract from the learning already complete)* |  |       |

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| --- | --- | --- |
| Do you have any special needs or requirements which the tutor should know about in advance of the course? |  |       |