
Student Name

High School or Vocational Center

**COMPETENCY RECORD FOR ARTICULATION
Baker College**

Please check below each skill the student has mastered with a minimum of 80 percent accuracy or with an A or B grade.

INF 141A MICROSOFT POWERPOINT

Task	Satisfactory	Unsatisfactory
Setting up and customizing the presentation software environment including:		
a. locating, opening, maximizing, minimizing, sizing, and closing the PowerPoint program		
b. finding, displaying, and manipulating buttons, view, tabs for menus, panes, ribbons, formula bars, and toolbars		
c. creating, naming, renaming, locating, saving, deleting, and backing up PowerPoint files to storage media		
d. printing, print previewing, setting print options		
e. viewing PowerPoint set-options		
Creating slides using templates and normal view including:		
a. locating and manipulating templates		
b. navigating between slide and outline tab views		
c. manipulating text box content		
d. formatting, editing, and rearranging slide elements		
e. creating multi-level bulleted lists		
f. changing slide sequence		
Enhancing slides with objects such as the following:		
a. clip art and/or word art		
b. graphs		
c. organizational charts		
d. objects from other Office programs		
e. auto shapes		

Task	Satisfactory	Unsatisfactory
f. tables		
Enhancing slide objects with animation including:		
a. animating text box content		
b. animating clipart and/or word art		
c. customizing animation options		
Manipulating slide show presentation options including:		
a. slide transitions		
b. timing of slide and slide show elements		
c. self-running presentations		
d. annotations and notes		
e. hyperlinks		
Combining and applying single tasks to modify and/or create real-life presentation applications.		

Teacher signature _____ Date _____