

# Needs Analysis PowerPoint



Please answer the following questions as honestly as you can so your training needs may be accurately determined.

Name: ..... Role: .....

I use PowerPoint for: ..... I want to learn about: .....

Can you perform the following tasks in PowerPoint?

	Yes	No	Not Sure		Yes	No	Not Sure
Add/Delete Slides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Open Master Slides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Modify Slide Layout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit Master Slides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use the Outline Tab	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add Headers/Footers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reorder Slides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reset slides to Masters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Format Placeholders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy slides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Format Slide Background	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add ClipArt & Photos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apply Visual Clarity rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Modify image properties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use Bullets/Numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Create a Photo Album	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Modify Bullets/Numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add Charts & Tables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add SmartArt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Apply Slide Transitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Modify SmartArt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adjust Effect Options	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Draw Shapes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Loop the Show	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Format Shapes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert Movies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use Connectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert Soundtracks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Align & Distribute	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add/Print Speaker Notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Group Objects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use Presenter View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stack Objects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Package for CD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Run a Slideshow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hyperlink	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annotate Slides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Create Custom Show	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Avoid Death by PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add Entrance/Emphasis/Exit effects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

