

## PENN STATE NEEDS ASSESSMENT SURVEY

This survey has been designed to determine your skill level in this particular computer application area. Please indicate which areas you are familiar and/or comfortable with by choosing one of three responses.

**No** means *I lack any knowledge of this topic*

**Somewhat** means *I am familiar with this topic, but not comfortable*

**Yes** means *I understand this topic and can use it*

<b>Microsoft PowerPoint Introduction</b>	<b>No</b>	<b>Somewhat</b>	<b>Yes</b>
Understanding the PowerPoint screen			
Creating a title and bullet slide in Slide view			
Creating a slide in Outline view			
Editing slides			
Using the PowerPoint Help system			
Working with drawing tools and text			
Working with and enhancing drawn objects			
Using clip art and WordArt			
Creating an organization chart			
Using organization chart options			
Using Graph to create and edit graphs			
Selecting and applying a template			
Changing the appearance with slide masters			
Running a slide show			
Using slide show options			
Adding transitions and builds to a slide show			
Working with speaker notes			
Printing a presentation			
<b>14 Yes responses needed for subject mastery</b>			