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*

Microsoft PowerPoint Intermediate	No	Somewhat	Yes
Applying different design templates			
Modifying an existing template			
Creating your own template			
Creating a custom background fill			
Inserting a graphic logo			
Creating a new presentation from a template			
Inserting and scaling clip art			
Adding graphic objects to the clip art gallery			
Animating objects on a slide			
Changing animation order and timing			
Using organization chart options			
Inserting a movie into a presentation			
Inserting a background sound			
Inserting an Excel worksheet			
Inserting slides from an outline			
Sending slides to Microsoft Word			
Customizing PowerPoint toolbars			
Using AutoCorrect and the Style Checker			
Building interactive presentations (hyperlinks)			
Inserting Action buttons-testing action buttons			
Slide show options (custom slide show)			
17 Yes responses needed for subject mastery			