

Name	
Job title	
Company name	
Your contact details (email/phone)	

How long have you been using PowerPoint?  
 What do you use PowerPoint for?

What version do you use? 2003 XP 2007 2010 2013 2016 Office 365 other (please circle)

	Would like to learn/improve (please tick)	I can already do this	I don't need this
Create a new presentation			
Control the placement of objects on the slide			
Add multi-level bulleted lists			
Enhance text/objects using formatting techniques			
Insert media such as clipart/movies/photographs/logos			
Adding shapes			
Add charts to the presentation			
Apply design templates to the presentation			
Print slides and handouts			
Use special effects and timings			
Change the order of objects on the slide			
Create custom slide shows			
Add Wordart			
Rearranging slides			
Hiding slides/deleting slides			
Using Autocorrect			
Using Smartart for organisation charts/flowcharts etc			
Masterslides			
Adding speaker notes			
Add tables			
Use hyperlinks			

Any comments on what is a priority for you, any common difficulties, anything else you need to know and special requirements:

Please complete and email back to [contact@paramount-training.com](mailto:contact@paramount-training.com)