

Skills and techniques checklist

Traffic lights

Put a red, yellow or green dot next to each of these skills. A red dot means you don't have this skill, yellow means you need more practice, green means you are confident.

- Enter text
- Edit text
- Copy and paste text
- Change fonts
- Change size and colour of text
- Animate text on a slide
- Add a slide
- Use the Outliner
- Change the background of a slide
- Insert a picture from clipart
- Use a digital camera to take a picture
- Insert it into a slide
- Scan a picture
- Insert it into a slide
- Animate slides

Teacher note: You could ask pupils to create this list of skills and techniques together at the beginning of each project and then to use it during and at the end of the project to measure their progress.