



YEAR 1	<ul style="list-style-type: none"><li>• Create a new blank presentation</li><li>• Insert a picture</li><li>• Add a new slide</li><li>• View the presentation in slide show mode</li><li>• Save and open a presentation</li></ul>
YEAR 2	<ul style="list-style-type: none"><li>• Create a new presentation document using a slide design template</li><li>• Insert a text box</li><li>• Change font type, size and colour</li><li>• Resize a text box and a picture</li></ul>
YEAR 3	<ul style="list-style-type: none"><li>• Change the fill &amp; line color of a text box</li><li>• Change the slide background color to a solid colour</li><li>• Add custom animations</li></ul>
YEAR 4	<ul style="list-style-type: none"><li>• Create a slide transition between two slides</li><li>• Use a picture/image as a slide background</li><li>• Change/adjust slide transition speed</li></ul>
YEAR 5	<ul style="list-style-type: none"><li>• Insert a transition sound</li><li>• Insert a sound file</li><li>• Apply themes and styles to presentations</li></ul>
YEAR 6	<ul style="list-style-type: none"><li>• Consolidate previous objectives</li><li>• Confidently produce a presentation</li></ul>