



**Ultra
Expert**

- Can use 80% of the programs features
- Can use action objects
- Can group slides, alter order in navigator view
- Can add hyperlinks and movies
- Can insert date time etc/ headers and footers
- Can adjust column layouts, use layout breaks and master objects
- Can auto play presentation and add soundtrack (incl 2nd screen)
- Can add tables and charts (alter them)


Expert

- Can arrange (back/front), align and distribute objects
- Can group and ungroup objects
- I can mask objects
- I can present a show
- Can create a well designed layout from scratch
- Can make items transparent/use opacity/alpha channel

Achiever

- I can use a Smartbuild
- I can fill and shadow objects
- I can add transitions and simple animations
- Can add comments or information to the notes view and change views

Beginner

- Can add clipart and digital pictures
- Can undo any problems
- Can manage lists 
- Can choose a template and preserve a good layout
- Can add new pages and spellcheck