



Name				Group				
A. Presentation skills specified in DiDA				Yes	No	More	Review date	Evidence
General								
Design and create structure of presentation/website				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Design and create navigation route				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Select and create colour schemes				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Create and select text				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Create and select graphics				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Use frames or tables				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Edit text								
☆ Select appropriate fonts				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
☆ Align text				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
☆ Insert bullets				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
☆ Change line spacing				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Edit graphics								
☆ Align, rotate and flip				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
☆ Crop and resize				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
☆ Adjust colour				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
☆ Choose a suitable colour model				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
☆ Use an appropriate resolution				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
☆ Optimise file sizes				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
B. Word processing skills specified in DiDA (items in italics are extra skills that will gain additional point)				Yes	No	More	Review date	Evidence
Text basics								
☆ Enter text				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
☆ Copy				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
☆ Paste				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
☆ Move				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Use paragraph formatting features								
☆ Alignment				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
☆ Bullets and numbering				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
☆ Tabs				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
☆ Indents				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Format text								
☆ Change font				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
☆ <i>Choose an appropriate font for the purpose and audience</i>								
☆ Alter point size				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
☆ Change colour				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
☆ <i>Make sure text is readable</i>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Desktop Publishing (DTP)								
☆ <i>Design an appropriate layout for text and graphics depending on purpose and audience</i>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		