77-422

MOS PowerPoint 2013

Objective Domain

1.0 Create and Manage Presentations

1.1 Create a Presentation

This objective may include but is not limited to: creating blank presentations, creating presentations using templates, importing text files into presentations, importing Word document outlines into presentations

1.2 Format a Presentation Using Slide Masters

This objective may include but is not limited to: applying a slide master, adding new layouts, modifying existing layouts, adding background images, controlling slide numbers, inserting headers and footers, modifying presentation themes

1.3 Customize Presentation Options and Views

This objective may include but is not limited to: changing page setup options, changing to view in color/grayscale, using views to navigate through presentations, modifying presentation properties

1.4 Configure Presentations to Print or Save

This objective may include but is not limited to: setting handout print options, printing selections from presentations, packaging presentations for CD, saving presentations as XML, printing presentations in grayscale, printing speaker notes, maintaining backward compatibility

1.5 Configure and Present Slideshows

This objective may include but is not limited to: creating custom slideshows, configuring slideshow options, rehearsing timing, configuring resolution, using Presenter View, navigating within slideshows, annotating slideshows

2.0   Insert and Format Shapes and Slides

2.1   Insert and Format Slides

This objective may include but is not limited to: adding slides layouts, duplicating existing slides, hiding slides, deleting slides, modifying slide backgrounds, applying styles to slides

2.2   Insert and Format Shapes

This objective may include but is not limited to: modifying shape backgrounds, applying borders to shapes, resizing shapes, inserting shapes, creating custom shapes, applying styles to shapes

2.3   Order and Group Shapes and Slides

This objective may include but is not limited to: inserting section headers, modifying slide order, aligning and grouping shapes, displaying gridlines

3.0   Create Slide Content

3.1   Insert and Format Text

This objective may include but is not limited to: changing text to WordArt, creating multiple columns in a single shape, inserting hyperlinks, applying formatting and styles to text, creating bulleted and numbered lists

3.2   Insert and Format Tables

This objective may include but is not limited to: creating new tables, modifying number of rows and columns, applying table styles, importing tables from external sources

3.3   Insert and Format Charts

This objective may include but is not limited to: creating and modifying chart styles, inserting charts, modifying chart type, adding legends to charts, modifying chart parameters, importing charts from external sources

3.4   Insert and Format SmartArt

This objective may include but is not limited to: adding shapes to SmartArt, changing color of SmartArt, moving text within SmartArt shapes, reversing direction, converting lists to SmartArt

3.5   Insert and Format Images

This objective may include but is not limited to: resizing images, cropping images, applying effects, applying styles

3.6 Insert and Format Media

This objective may include but is not limited to: adjusting media window size, trimming timing on media clips, setting start/stop times, setting media options, linking to external media

4.0 Apply Transitions and Animations

4.1 Apply Transitions between Slides

This objective may include but is not limited to: inserting transitions between slides, managing multiple transitions, modifying transition effect options

4.2 Animate Slide Content

This objective may include but is not limited to: applying animations to shapes, applying animations to text strings, adding paths to animations, modifying animation options

4.3 Set Timing for Transitions and Animations

This objective may include but is not limited to: modifying duration of effects, configuring start and finish options, reordering animations, using the Animation Pane

5.0 Manage Multiple Presentations

5.1 Merge Content from Multiple Presentations

This objective may include but is not limited to: merging multiple presentations, reusing slides from other presentations, viewing multiple presentations

5.2 Review Changes

This objective may include but is not limited to: using the Reviewing Pane, comparing revisions, managing changes, managing comments

5.3 Protect and Share Presentations

This objective may include but is not limited to: encrypting presentations with a password, proofing presentations, marking as final, compressing media, embedding fonts, restricting permissions, removing presentation metadata, checking for accessibility issues, checking for compatibility issues