

Skills measured

This exam measures your ability to accomplish the technical tasks listed below.

Please note that the questions may test on, but will not be limited to, the topics described in the bulleted text.

Manage the PowerPoint environment

- Adjust views
 - Adjust views by using ribbon or status bar commands
- Manipulate the PowerPoint window
 - Work with multiple presentation windows simultaneously
- Configure the Quick Access Toolbar (QAT)
 - Show the QAT below the ribbon
- Configure PowerPoint file options
 - Use PowerPoint, Proofing, and Save options

Create a slide presentation

- Construct and edit photo albums
 - Add captions to pictures, insert text, insert images in black and white, reorder pictures in an album, and adjust image rotation, brightness, and contrast
- Apply slide size and orientation settings
 - Set up a custom size, and change the orientation
- Add and remove slides
 - Insert an outline, reuse slides from a saved presentation, reuse slides from a slide library, duplicate selected slides, delete multiple slides simultaneously, and include non-contiguous slides in a presentation
- Format slides
 - Format sections; modify themes; switch to a different slide layout; apply a fill color, gradient, picture, texture, or pattern to a slide; and set up slide footers
- Enter and format text
 - Use text effects; change the indentation, alignment, line spacing, and direction of text; change the formatting of bulleted and numbered lists; enter text in a placeholder text box; convert text to SmartArt; copy and paste text; use Paste Special, and use Format Painter
- Format text boxes
 - Apply a fill color, gradient, picture, texture, or pattern to a text box; change the outline color, weight, or style; change the shape of the text box; apply effects; set the alignment; create columns in a text box; set internal margins; set the current text box formatting as the default for new text boxes; adjust text wrapping; size and position a text box and use AutoFit

Work with graphical and multimedia elements

- Manipulate graphical elements

- Arrange, position, and resize graphical elements; apply effects, styles, and borders; and add hyperlinks
- Manipulate images
 - Apply color adjustments and image corrections (sharpen, soften, brightness, contrast), add artistic effects to an image, remove a background, crop a picture, compress selected pictures or all pictures, change a picture, and reset a picture
- Modify WordArt and shapes
 - Set the formatting of the current shape as the default for future shapes, change the fill color or texture, change the WordArt, convert to SmartArt
- Manipulate SmartArt
 - Add and remove shapes, change SmartArt styles, change the SmartArt layout, reorder shapes, convert a SmartArt graphic to text, convert SmartArt to shapes, make shapes larger or smaller, and promote or demote bullet levels
- Edit video and audio content
 - Apply a style to video or audio content; adjust, arrange, and size video or audio content; and adjust playback options

Create charts and tables

- Construct and modify tables
 - Draw a table; insert an Excel spreadsheet; set table style options; add shading, borders, and effects; change the alignment; resize, merge, or split columns and rows; distribute and arrange columns and rows
- Insert and modify charts
 - Select a chart type, enter chart data, change the chart type, change the chart layout, switch row and column, select and edit data
- Apply chart elements
 - Use chart labels, axes, gridlines, and backgrounds
- Manipulate chart layouts
 - Select chart elements, and format selections
- Manipulate chart elements
 - Arrange chart elements, specify a precise position, apply effects, resize chart elements, apply Quick Styles, apply a border, and add hyperlinks

Apply transitions and animations

- Apply built-in and custom animations
 - Use More Entrance, More Emphasis, and More Exit effects, and use More Motion paths
- Apply effect and path options
 - Set timing and start options
- Apply and modify transitions between slides
 - Modify a transition effect, add a sound to a transition, modify transition duration, and set up manual or automatically timed advance options
- Manipulate animations
 - Change the direction of an animation, attach a sound to an animation, use Animation Painter, reorder animations, and select text options

Collaborate on presentations

- Manage comments in presentations
 - Insert and edit comments, show or hide markup, move to the previous or next comment, and delete comments
- Apply proofing tools
 - Use Spelling and Thesaurus features, compare and combine presentations

Prepare presentations for delivery

- Save presentations
 - Save the presentation as a picture presentation, Portable Document Format (PDF) file, XML Paper Specification (XPS), outline, or OpenDocument presentation, save a slide or object as a picture file, and save a presentation as a show (.ppsx)
- Share presentations
 - Package a presentation for CD delivery, create video, create handouts (send to Word), and compress media
- Print presentations
 - Adjust print settings
- Protect presentations
 - Set a password, change a password, and mark a presentation as final

Deliver presentations

- Apply presentation tools
 - Add pen and highlighter annotations, change the ink color, erase an annotation, and discard or retain annotations upon closing
- Set up slide shows
 - Set up slide show, play narrations, set up Presenter view, use timings, show media controls, broadcast presentations, and create a Custom Slide Show
- Set presentation timing
 - Rehearse and keep timings, adjust a slide's timing
- Record presentations
 - Start recording from the beginning of a slide show, start recording from the current slide of the slide show