

Exam 77-422:

PowerPoint 2013



Create and Manage Presentations

- 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
- 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 page numbers, inserting headers and footers, modifying presentation themes
- 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
- 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 web pages, printing presentations in grayscale, printing speaker notes, maintaining backward compatibility
- Configure and Present Slideshows
 - This objective may include but is not limited to: creating custom slideshows, configuring slideshow options, rehearsing timing, configuring slideshow resolution, using Presenter View, navigating within slideshows, annotating slideshows

Insert and Format Shapes and Slides

- 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
- 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
- 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

Create Slide Content

- 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
- 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
- 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
- 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
- Insert and Format Images
 - This objective may include but is not limited to: resizing images, cropping images, applying effects, applying styles
- 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

Apply Transitions and Animations

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

Manage Multiple Presentations

- 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
- Track Changes and Resolve Differences
 - This objective may include but is not limited to: setting track changes, modifying options for track changes, discarding changes from specific users, managing comments
- 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