

# Exam 77-422

## PowerPoint 2013

### Create and manage presentations •

Create a presentation

- Create blank presentations, create presentations using templates, import text files into presentations, import Word document outlines into presentations
  - Format a presentation using slide masters
    - Apply a slide master, add new layouts, modify existing layouts, add background images, control page numbers, insert headers and footers, modify presentation themes
  - Customize presentation options and views
    - Change page setup options, change to view in color/grayscale, use views to navigate through presentations, modify presentation properties
  - Configure presentations to print or save
    - Set handout print options, print selections from presentations, package presentations for CD, save presentations as webpages, print presentations in grayscale, print speaker notes, maintain backward compatibility
  - Configure and present slideshows
    - Create custom slideshows, configure slideshow options, rehearse timing, configure slideshow resolution, use Presenter View, navigate within slideshows, annotate slideshows
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### Insert and format shapes and slides •

Insert and format slides

- Add slide layouts, duplicate existing slides, hide slides, delete slides, modify slide backgrounds, apply styles to slides
  - Insert and format shapes
    - Modify shape backgrounds, apply borders to shapes, resize shapes, insert shapes, create custom shapes, apply styles to shapes
  - Order and group shapes and slides
    - Insert section headers, modify slide order, align and group shapes, display gridlines
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### Create slide content

- Insert and format text
  - Change text to WordArt, create multiple columns in a single shape, insert hyperlinks, apply formatting and styles to text, create bulleted and numbered lists
- Insert and format tables
  - Create new tables, modify number of rows and columns, apply table styles, import tables from external sources
- Insert and format charts
  - Create and modify chart styles, insert charts, modify chart type, add legends to charts, modify chart parameters, import charts from external sources
- Insert and format SmartArt

- Add shapes to SmartArt, change color of SmartArt, move text within SmartArt shapes, reverse direction, convert lists to SmartArt
  - Insert and format images
    - Resize images, crop images, apply effects, apply styles
  - Insert and format media
    - Adjust media window size, trim timing on media clips, set start/stop times, set media options, link to external media
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#### Apply transitions and animations

- Apply transitions between slides
    - Insert transitions between slides, manage multiple transitions, modify transition effect options
  - Animate slide content
    - Apply animations to shapes, apply animations to text strings, add paths to animations, modify animation options
  - Set timing for transitions and animations
    - Modify duration of effects, configure start and finish options, reorder animations, use the Animation pane
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#### Manage multiple presentations

- Merge content from multiple presentations
  - Merge multiple presentations, reuse slides from other presentations, view multiple presentations
- Track changes and resolve differences
  - Set track changes, modify options for track changes, discard changes from specific users, manage comments
- Protect and share presentations
  - Encrypt presentations with a password, proof presentations, mark as final, compress media, embed fonts, restrict permissions, remove presentation metadata, check for accessibility issues, check for compatibility issues