Skills Measured

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