

PowerPoint 2016: Core Presentation Design and Delivery Skills; Exam 77-729

Successful candidates will have a fundamental understanding of the PowerPoint environment and demonstrate the correct application of PowerPoint 2016. Candidates create, edit, and enhance presentations and slideshows. Presentation examples include professional-grade sales presentations, employee training, instructional materials, and kiosk slideshows.

MOS 2016 certification exams introduce a new performance-based format for improved testing of a candidate's knowledge, skills and abilities using the MOS 2016 programs:

- MOS 2016 exam task instructions generally do not include the command name as in previous versions. For example, function names are avoided, and are replaced with descriptors. This means candidates must understand the purpose and common usage of the program functionality in order to successfully complete the tasks in each of the projects.
- The MOS 2016 exam format incorporates multiple projects.

Objective Domains

Create and Manage Presentations

- 1.1 Create a Presentation**
 - 1.1.1 Create a new presentation
 - 1.1.2 Create a presentation based on a template
 - 1.1.3 Import Word document outlines
- 1.2 Insert and Format Slides**
 - 1.2.1 Insert specific slide layouts
 - 1.2.2 Duplicate existing slides
 - 1.2.3 Hide and unhide slides
 - 1.2.4 Delete slides
 - 1.2.5 Apply a different slide layout
 - 1.2.6 Modify individual slide backgrounds
 - 1.2.7 Inset slide headers, footers, and page numbers
- 1.3 Modify Slides, Handouts, and Notes**
 - 1.3.1 Change the slide master theme or background
 - 1.3.2 Modify slide master content
 - 1.3.3 Create a slide layout
 - 1.3.4 Modify a slide layout
 - 1.3.5 Modify the handout master
 - 1.3.6 Modify the notes master
- 1.4 Order and Group Slides**
 - 1.4.1 Create sections
 - 1.4.2 Modify slide order
 - 1.4.3 Rename sections
- 1.5 Change Presentation Options and Views**
 - 1.5.1 Change slide size
 - 1.5.2 Change views of a presentation
 - 1.5.3 Set file properties

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Create and Manage Presentations

- 1.6 Configure a Presentation for Print**
 - 1.6.1 Print all or part of a presentation
 - 1.6.2 Print notes pages
 - 1.6.3 Print handouts
 - 1.6.4 Print in color, grayscale, or black and white
- 1.7 Configure and Present a Slide Show**
 - 1.7.1 Create custom slide shows
 - 1.7.2 Configure slide show options
 - 1.7.3 Rehearse slide show timing
 - 1.7.4 Present a slide show by using Presenter View

Insert and Format Text, Shapes, and Images

- 2.1 Insert and Format Text**
 - 2.1.1 Insert text on a slide
 - 2.1.2 Apply formatting and styles to text
 - 2.1.3 Apply WordArt styles to text
 - 2.1.4 Format text in multiple columns
 - 2.1.5 Create bulleted and numbered lists
 - 2.1.6 Insert hyperlinks
- 2.2 Insert and Format Shapes and Text Boxes**
 - 2.2.1 Insert or replace shapes
 - 2.2.2 Insert text boxes
 - 2.2.3 Resize shapes and text boxes
 - 2.2.4 Format shapes and text boxes
 - 2.2.5 Apply styles to shapes and text boxes
- 2.3 Insert and Format Images**
 - 2.3.1 Insert images
 - 2.3.2 Resize and crop images
 - 2.3.3 Apply styles and effects
- 2.4 Order and Group Objects**
 - 2.4.1 Order objects
 - 2.4.2 Align objects
 - 2.4.3 Group objects
 - 2.4.4 Display alignment tools

Insert Tables, Charts, SmartArt, and Media

- 3.1 Insert and Format Tables**
 - 3.1.1 Create a table
 - 3.1.2 Insert and delete table rows and columns
 - 3.1.3 Apply table styles
 - 3.1.4 Import a table
- 3.2 Insert and Format Charts**
 - 3.2.1 Create a chart
 - 3.2.2 Import a chart
 - 3.2.3 Change the Chart Type
 - 3.2.4 Add a legend to a chart
 - 3.2.5 Change the chart style of a chart
- 3.3 Insert and Format SmartArt graphics**
 - 3.3.1 Create SmartArt graphics
 - 3.3.2 Convert lists to SmartArt graphics
 - 3.3.3 Add shapes to SmartArt graphics
 - 3.3.4 Reorder shapes in SmartArt graphics
 - 3.3.5 Change the color of SmartArt graphics

Insert Tables, Charts, SmartArt, and Media

- 3.4 Insert and Manage Media**
 - 3.4.1 Insert audio and video clips
 - 3.4.2 Configure media playback options
 - 3.4.3 Adjust media window size
 - 3.4.4 Set the video start and stop time
 - 3.4.5 Set media timing options

Apply Transitions and Animations

- 4.1 Apply Slide Transitions**
 - 4.1.1 Insert slide transitions
 - 4.1.2 Set transition effect options
- 4.2 Animate Slide Content**
 - 4.2.1 Apply animations to objects
 - 4.2.2 Apply animations to text
 - 4.2.3 Set animation effect options
 - 4.2.4 Set animation paths
- 4.3 Set Timing for Transitions and Animations**
 - 4.3.1 Set transition effect duration
 - 4.3.2 Configure transition start and finish options
 - 4.3.3 Reorder animations on a slide

Manage Multiple Presentations

- 5.1 Merge Content from Multiple Presentations**
 - 5.1.1 Inset slides from another presentation
 - 5.1.2 Compare two presentations
 - 5.1.3 Insert comments
 - 5.1.4 Review comments
- 5.2 Finalize Presentations**
 - 5.2.1 Protect a presentation
 - 5.2.2 Inspect a presentation
 - 5.2.3 Proof a presentation
 - 5.2.4 Preserve presentation content
 - 5.2.5 Export presentations to other formats

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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

Microsoft PowerPoint 2010, Using PowerPoint

Exam Design

Target Audience

The audience profile for the Core Exam is a student, office worker or instructor who needs to navigate the Office software at the feature and functionality level.

Core users generate more complex slide shows, such as product plans, reports, and marketing materials. They create slide shows based on custom templates generated by others and frequently reuse slides. Their slides include more sophisticated data presented in visual formats, so these users need to be proficient with PowerPoint features that will enable them to manipulate these formats. Some core users work alone and others collaborate routinely with colleagues. Their presentations might be for small or large audiences, and they might be internal or external. These users need to be comfortable with pausing, moving back and forth, jumping to specific slides, drilling down to supporting data, and marking up slides.

The core PowerPoint 2010 enterprise user typically:

- is proficient with productivity tools
- frequently collaborates with others on projects
- personalizes his or her working environment for efficiency
- has created or produced effective, practical slide shows

Objective Domain

1. Managing the PowerPoint environment

- 1.1. Adjust views
- 1.2. Manipulate the PowerPoint window.
- 1.3. Configure the Quick Access Toolbar (QAT).
- 1.4. Configure PowerPoint file options

2. Creating a Slide Presentation

- 2.1. Construct and edit a photo album.
- 2.2. Apply slide size and orientation settings.
- 2.3. Add and remove slides.
- 2.4. Format slides.
- 2.5. Enter and format text.
- 2.6. Format a text box.

3. Working with graphical and multimedia elements

- 3.1. Manipulate graphical elements.
- 3.2. Manipulate images.
- 3.3. Modify WordArt and shapes.
- 3.4. Manipulate SmartArt.
- 3.5. Edit video and audio content.

4. Creating charts and tables

- 4.1. Construct and modify a table.
- 4.2. Insert and modify a chart.
- 4.3. Apply chart elements.
- 4.4. Manipulate chart layouts.
- 4.5. Manipulate chart elements.

5. Applying transitions and animations

- 5.1. Apply built-in and custom animations.
- 5.2. Apply effect and path options.
- 5.3. Manipulate an animation.
- 5.4. Apply and modify transitions between slides.

6. Collaborating on a presentation

- 6.1. Manage comments in a presentation.
- 6.2. Apply proofing tools.

7. Preparing a presentation for delivery

- 7.1. Save a presentation.
- 7.2. Share a presentation.
- 7.3. Print a presentation.
- 7.4. Protect a presentation.

8. Delivering a presentation

- 8.1. Apply presentation tools.
- 8.2. Set up a slide show.
- 8.3. Set presentation timing.
- 8.4. Record a presentation.