

MOS 2016 PowerPoint Core Objectives

Exam Code 77-729 - Core Presentation Design and Delivery Skills

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

1. 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 layout
- 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

2. CREATE AND MANAGE PRESENTATIONS

2.1. Configure a Presentation for Print

- 2.1.1. Print all or part of a presentation
- 2.1.2. Print notes pages
- 2.1.3. Print handouts
- 2.1.4. Print in colour, grayscale, or black and white

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2.2. *Configure and Present a Slide Show*

- 2.2.1. Create custom slide shows
- 2.2.2. Configure slide show options
- 2.2.3. Rehearse slide show timing
- 2.2.4. Present a slide show by using Presenter View

3. **INSERT AND FORMAT TEXT, SHAPES, AND IMAGES**

3.1. *Insert and Format Text*

- 3.1.1. Insert text on a slide
- 3.1.2. Apply formatting and styles to text
- 3.1.3. Apply WordArt styles to text
- 3.1.4. Format text in multiple columns
- 3.1.5. Create bulleted and numbered lists
- 3.1.6. Insert hyperlinks

3.2. *Insert and Format Shapes and Text Boxes*

- 3.2.1. Insert or replace shapes
- 3.2.2. Insert text boxes
- 3.2.3. Resize shapes and text boxes
- 3.2.4. Format shapes and text boxes
- 3.2.5. Apply styles to shapes and text boxes

3.3. *Insert and Format Images*

- 3.3.1. Insert images
- 3.3.2. Resize and crop images
- 3.3.3. Apply styles and effects

3.4. *Order and Group Objects*

- 3.4.1. Order objects
- 3.4.2. Align objects
- 3.4.3. Group objects
- 3.4.4. Display alignment tools

4. **INSERT TABLES, CHARTS, SMARTART, AND MEDIA**

4.1. *Insert and Format Tables*

- 4.1.1. Create a table
- 4.1.2. Insert and delete table rows and columns
- 4.1.3. Apply table styles
- 4.1.4. Import a table

4.2. *Insert and Format Charts*

- 4.2.1. Create a chart
- 4.2.2. Import a chart
- 4.2.3. Change the Chart Type
- 4.2.4. Add a legend to a chart
- 4.2.5. Change the chart style of a chart

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4.3. *Insert and Format SmartArt graphics*

- 4.3.1. Create SmartArt graphics
- 4.3.2. Convert lists to SmartArt graphics
- 4.3.3. Add shapes to SmartArt graphics
- 4.3.4. Reorder shapes in SmartArt graphics
- 4.3.5. Change the colour of SmartArt graphics

5. **INSERT TABLES, CHARTS, SMARTART, AND MEDIA**

5.1. *Insert and Manage Media*

- 5.1.1. Insert audio and video clips
- 5.1.2. Configure media playback options
- 5.1.3. Adjust media window size
- 5.1.4. Set the video start and stop time
- 5.1.5. Set media timing options

6. **APPLY TRANSITIONS AND ANIMATIONS**

6.1. *Apply Slide Transitions*

- 6.1.1. Insert slide transitions
- 6.1.2. Set transition effect options

6.2. *Animate Slide Content*

- 6.2.1. Apply animations to objects
- 6.2.2. Apply animations to text
- 6.2.3. Set animation effect options
- 6.2.4. Set animation paths

6.3. *Set Timing for Transitions and Animations*

- 6.3.1. Set transition effect duration
- 6.3.2. Configure transition start and finish options
- 6.3.3. Reorder animations on a slide

7. **MANAGE MULTIPLE PRESENTATIONS**

7.1. *Merge Content from Multiple Presentations*

- 7.1.1. Inset slides from another presentation
- 7.1.2. Compare two presentations
- 7.1.3. Insert comments
- 7.1.4. Review comments

7.2. *Finalize Presentations*

- 7.2.1. Protect a presentation
- 7.2.2. Inspect a presentation
- 7.2.3. Proof a presentation
- 7.2.4. Preserve presentation content
- 7.2.5. Export presentations to other formats