

Microsoft PowerPoint - Skills Measured



Manage presentations (20–25%)

Modify slide masters, handout masters, and note masters

- Change slide master theme or background elements
- Modify slide master content
- Create slide layouts
- Modify slide layouts
- Modify the handout master
- Modify the notes master

Change presentation options and views

- Change slide size
- Display presentations in different views
- Modify built-in presentation properties

Configure and present slide shows

- Create custom slide shows
- Configure slide show options
- Rehearse slide show timing
- Set up slide show recording options
- Present slide shows by using Presenter View

Prepare presentations for collaboration and distribution

- Restrict editing
- Protect presentations by using passwords
- Inspect presentations and correct issues
- Manage comments
- Preserve presentation content
- Export presentations to other formats

Configure print settings for presentations

- Print slides
- Print notes pages
- Print handouts

Manage slides (10–15%)

Insert slides

- Import Word document outlines
- Insert slides from another presentation
- Insert slides and select slide layouts
- Insert Summary Zoom slides
- Duplicate slides

Modify slides

- Hide and unhide slides
- Modify individual slide backgrounds
- Insert slide headers, footers, and page numbers

Order and group slides

- Create sections
- Reorder slides and sections
- Rename sections

Insert and format text, shapes, and images (25–30%)

Order, align, and group slide content

- Order slide content
- Align slide content
- Group slide content
- Display alignment tools

Format text

- Apply formatting and styles to text
- Format text in multiple columns
- Create bulleted and numbered lists

Insert links

- Insert hyperlinks
- Insert Section Zoom links and Slide Zoom links

Insert and format images

- Resize and crop images
- Apply built-in styles and effects to images
- Insert screenshots and screen clippings

Insert and format graphic elements

- Insert graphic elements
- Draw by using digital ink
- Add text to graphic elements
- Resize graphic elements
- Format graphic elements
- Apply built-in styles to graphic elements
- Add alt text to graphic elements for accessibility

Insert tables, charts, SmartArt, 3D models, and media (15–20%)

Insert and format tables

- Create and insert tables
- Insert and delete table rows and columns
- Apply built-in table styles

Insert and modify charts

- Create and insert charts
- Modify charts

Insert and format SmartArt graphics

- Insert SmartArt graphics
- Convert between SmartArt graphics and lists
- Add and modify SmartArt graphic content

Insert and modify 3D models

- Insert 3D models
- Modify 3D model appearance

Insert and manage media

- Insert audio and video clips
- Create and insert screen recordings
- Configure media playback options

Apply transitions and animations (10–15%)

Apply and configure slide transitions

- Apply basic and 3D slide transitions
- Configure transition effects and timing

Animate slide content

- Animate text and graphic elements
- Animate 3D models
- Configure animation effects and timing
- Configure animation paths
- Reorder animations on a slide