PowerPoint 2010

Skills Being Measured This exam measures your ability to accomplish the technical tasks listed below. The percentages indicate the relative weight of each major topic area on the exam. The higher the percentage, the more questions you are likely to see on that content area on the exam.

The information after "This objective may include but is not limited to" is intended to further define or scope the objective by describing the types of skills and topics that may be tested for the objective. However, it is not an exhaustive list of skills and topics that could be included on the exam for a given skill area. You may be tested on other skills and topics related to the objective that are not explicitly listed here.

Managing the PowerPoint Environment

- Adjust views.
  - This objective may include but is not limited to: adjusting views by using ribbon or status bar commands
- Manipulate the PowerPoint window.
  - This objective may include but is not limited to: working with multiple presentation windows simultaneously
- Configure the Quick Access Toolbar.
  - This objective may include but is not limited to: showing the Quick Access Toolbar (QAT) below the ribbon
- Configure PowerPoint file options.
  - This objective may include but is not limited to: using PowerPoint, Proofing, and Save options

Creating a Slide Presentation

- Construct and edit photo albums.
  - This objective may include but is not limited to: adding captions to pictures, inserting text, inserting images in black and white, reordering pictures in an album, and adjusting image rotation, brightness, and contrast
- Apply slide size and orientation settings.
  - This objective may include but is not limited to: setting up a custom size and changing the orientation
- Add and remove slides.
  - This objective may include but is not limited to: inserting an outline, reusing slides from a saved presentation, reusing slides from a slide library, duplicating selected slides, deleting multiple slides simultaneously, and including non-contiguous slides in a presentation
- Format slides.
  - This objective may include but is not limited to: formatting sections, modifying themes, switching to a different slide layout, applying a fill color, gradient, picture, texture, or pattern to a slide, and setting up slide footers
- Enter and format text.
  - This objective may include but is not limited to: using text effects, changing the indentation, alignment, line spacing, and direction of text, changing the formatting of bulleted and numbered lists, entering text in a placeholder text box, converting text to SmartArt, copying and pasting text, using Paste Special, and using Format Painter
- Format text boxes.
  - This objective may include but is not limited to: applying a fill color, gradient, picture, texture, or pattern to a text box, changing the outline color, weight, or style, changing the shape of the text box, applying effects, setting the alignment, creating columns in a text box, setting internal margins, setting the current text box formatting as the default for new text boxes, adjusting text wrapping, sizing and

positioning a text box, and using AutoFit

Working with Graphical and Multimedia Elements

- Manipulate graphical elements.
  - This objective may include but is not limited to: arranging, positioning, and resizing graphical elements, applying effects, applying styles, applying borders, and adding hyperlinks
- Manipulate images.
  - This objective may include but is not limited to: applying color adjustments, applying image corrections (sharpen, soften, brightness, contrast), adding artistic effects to an image, removing a background, cropping a picture, compressing selected pictures or all pictures, changing a picture, and resetting a picture
- Modify WordArt and shapes.
  - This objective may include but is not limited to: setting the formatting of the current shape as the default for future shapes, changing the fill color or texture, changing the WordArt, converting to SmartArt
- Manipulate SmartArt.
  - This objective may include but is not limited to: adding and removing shapes, changing SmartArt styles, changing the SmartArt layout, reordering shapes, converting a SmartArt graphic to text, converting SmartArt to shapes, making shapes larger or smaller, and promoting or demoting bullet levels
- Edit video and audio content.
  - This objective may include but is not limited to: applying a style to video or audio content, adjusting, arranging, and sizing video or audio content, and adjusting playback options

Creating Charts and Tables

- Construct and modify tables.
  - This objective may include but is not limited to: drawing a table, inserting a Microsoft Excel spreadsheet, setting table style options, adding shading, borders, and effects, changing the alignment, resizing, merging or splitting columns and rows, distributing columns and rows, arranging columns and rows
- Insert and modify charts.
  - This objective may include but is not limited to: selecting a chart type, entering chart data, changing the chart type, changing the chart layout, switching row and column, selecting data, editing data
- Apply chart elements.
  - This objective may include but is not limited to: using chart labels, axes, gridlines, and backgrounds
- Manipulate chart layouts.
  - This objective may include but is not limited to: selecting chart elements and formatting selections
- Manipulate chart elements.
  - This objective may include but is not limited to: arranging chart elements, specifying a precise position, applying effects, resizing chart elements, applying Quick Styles, applying a border, and adding hyperlinks

Applying Transitions and Animations

- Apply built-in and custom animations.
  - This objective may include but is not limited to: using More Entrance, More Emphasis, and More Exit effects, and using More Motion paths
- Apply effect and path options.

- o This objective may include but is not limited to: setting timing and start options
- Apply and modify transitions between slides.
  - o This objective may include but is not limited to: modifying a transition effect, adding a sound to a transition, modifying transition duration, and setting up manual or automatically timed advance options
- Manipulate animations.
  - o This objective may include but is not limited to: changing the direction of an animation, attaching a sound to an animation, using Animation Painter, reordering animations, and selecting text options

Collaborating on Presentations

- Manage comments in presentations.
  - o This objective may include but is not limited to: inserting and editing comments, showing or hiding markup, moving to the previous or next comment, and deleting comments
- Apply proofing tools.
  - o This objective may include but is not limited to: using Spelling and Thesaurus features, comparing and combining presentations

Preparing Presentations for Delivery

- Save presentations.
  - o This objective may include but is not limited to: saving the presentation as a picture presentation, PDF, XPS, outline, or OpenDocument presentation, saving a slide or object as a picture file, and saving a presentation as a show (.ppsx)
- Share presentations.
  - o This objective may include but is not limited to: packaging a presentation for CD delivery, creating video, creating handouts (send to Microsoft Word), and compressing media
- Print presentations.
  - o This objective may include but is not limited to: adjusting print settings
- Protect presentations.
  - o This objective may include but is not limited to: setting a password, changing a password, and marking a presentation as final

Delivering Presentations

- Apply presentation tools.
  - o This objective may include but is not limited to: adding pen and highlighter annotations, changing the ink color, erasing an annotation, and discarding or retaining annotations upon closing
- 8.2. Set up slide shows.
  - o This objective may include but is not limited to: setting up Slide Show, playing narrations, setting up Presenter view, using timings, showing media controls, broadcasting presentations, and creating a Custom Slide Show
- Set presentation timing.
  - o This objective may include but is not limited to: rehearsing and keeping timings, adjusting a slide's timing
- 8.4. Record presentations.
  - o This objective may include but is not limited to: starting recording from the beginning of a slide show and starting recording from the current slide of the slide show