

Objective Domain

1. Managing the PowerPoint Environment

1.1. Adjust views.

1.1.1 Adjust views by using ribbon

1.1.2 Adjust views by status bar commands

1.2. Manipulate the PowerPoint window.

1.2.1 Work with multiple presentation windows simultaneously

1.3. Configure the Quick Access Toolbar.

1.3.1 Show the Quick Access Toolbar (QAT) below the ribbon

- 1.4. Configure PowerPoint file options.
 - 1.4.1 Use PowerPoint Proofing
 - 1.4.2 Use PowerPoint Save options

2. Creating a Slide Presentation

- 2.1. Construct and edit photo albums.
 - 2.1.1. Add captions to picture
 - 2.1.2. Insert text
 - 2.1.3. Insert images in black and white
 - 2.1.4. Reorder pictures in an album
 - 2.1.5. Adjust image
 - 2.1.5.1. Rotation
 - 2.1.5.2. Brightness
 - 2.1.5.3. Contrast
- 2.2. Apply slide size and orientation settings.
 - 2.2.1. Set up a custom size
 - 2.2.2. Change the orientation
- 2.3. Add and remove slides.
 - 2.3.1. Insert an outline
 - 2.3.2. Reuse slides from a saved presentation
 - 2.3.3. Reuse slides from a slide library
 - 2.3.4. Duplicate selected slides
 - 2.3.5. Delete multiple slides simultaneously
 - 2.3.6. Include non-contiguous slides in a presentation
- 2.4. Format slides.
 - 2.4.1. Format sections
 - 2.4.2. Modify themes
 - 2.4.3. Switch to a different slide layout
 - 2.4.4. Apply a formatting to a slide
 - 2.4.4.1. Fill color
 - 2.4.4.2. Gradient
 - 2.4.4.3. Picture
 - 2.4.4.4. Texture
 - 2.4.4.5. Pattern
 - 2.4.5. Set up slide footers
- 2.5. Enter and format text.
 - 2.5.1. Use text effects
 - 2.5.2. Change text format
 - 2.5.2.1. Indentation

- 2.5.2.2. Alignment
 - 2.5.2.3. Line spacing
 - 2.5.2.4. Direction
 - 2.5.3. Change the formatting of bulleted and numbered lists
 - 2.5.4. Enter text in a placeholder text box
 - 2.5.5. Convert text to SmartArt
 - 2.5.6. Copy and pasting text
 - 2.5.7. Use Paste Special
 - 2.5.8. Use Format Painter
- 2.6. Format text boxes.
- 2.6.1. Apply formatting to a text box
 - 2.6.1.1. Fill color
 - 2.6.1.2. Gradient
 - 2.6.1.3. Picture
 - 2.6.1.4. Texture
 - 2.6.1.5. Pattern
 - 2.6.2. Change the outline of a textbox
 - 2.6.2.1. Color
 - 2.6.2.2. Weight
 - 2.6.2.3. Style
 - 2.6.3. Change the shape of the text box
 - 2.6.4. Apply effects
 - 2.6.5. Set the alignment
 - 2.6.6. Create columns in a text box
 - 2.6.7. Set internal margins
 - 2.6.8. Set the current text box formatting as the default for new text boxes
 - 2.6.9. Adjust text in a text box
 - 2.6.9.1. Wrap
 - 2.6.9.2. Size
 - 2.6.9.3. Position
 - 2.6.10. Use AutoFit

3. Working with Graphical and Multimedia Elements

- 3.1. Manipulate graphical elements.
- 3.1.1. Arrange graphical elements
 - 3.1.2. Position graphical elements
 - 3.1.3. Resize graphical elements
 - 3.1.4. Apply effects to graphical elements
 - 3.1.5. Apply styles to graphical elements
 - 3.1.6. Apply borders to graphical elements
 - 3.1.7. Add hyperlinks to graphical elements

3.2. Manipulate images.

- 3.2.1. Apply color adjustments
- 3.2.2. Apply image corrections
 - 3.2.2.1. Sharpen
 - 3.2.2.2. Soften
 - 3.2.2.3. Brightness
 - 3.2.2.4. Contrast
- 3.2.3. Add artistic effects to an image
- 3.2.4. Remove a background
- 3.2.5. Crop a picture
- 3.2.6. Compress selected pictures or all pictures
- 3.2.7. Change a picture
- 3.2.8. Reset a picture

3.3. Modify WordArt and shapes.

- 3.3.1. Set the formatting of the current shape as the default for future shapes
- 3.3.2. Change the fill color or texture
- 3.3.3. Change the WordArt
- 3.3.4. Convert Word Art to SmartArt

3.4. Manipulate SmartArt.

- 3.4.1. Add and remove shapes
- 3.4.2. Change SmartArt styles
- 3.4.3. Change the SmartArt layout
- 3.4.4. Reorder shapes
- 3.4.5. Convert a SmartArt graphic to text
- 3.4.6. Convert SmartArt to shapes
- 3.4.7. Make shapes larger or smaller
- 3.4.8. Promote bullet levels
- 3.4.9. Demote bullet levels

3.5. Edit video and audio content.

- 3.5.1. Apply a style to video or audio content
- 3.5.2. Adjust video or audio content
- 3.5.3. Arrange video or audio content
- 3.5.4. Size video or audio content
- 3.5.5. Adjust playback options

4. Creating Charts and Tables

4.1. Construct and modify tables.

- 4.1.1. Draw a table
- 4.1.2. Insert a Microsoft Excel spreadsheet
- 4.1.3. Set table style options

- 4.1.4. Add shading
- 4.1.5. Add borders
- 4.1.6. Add effects
- 4.1.7. Columns and Rows
 - 4.1.7.1. Change the alignment
 - 4.1.7.2. Resize
 - 4.1.7.3. Merge
 - 4.1.7.4. Split
 - 4.1.7.5. Distribute
 - 4.1.7.6. Arrange
- 4.2. Insert and modify charts.
 - 4.2.1. Select a chart type
 - 4.2.2. Enter chart data
 - 4.2.3. Change the chart type
 - 4.2.4. Change the chart layout
 - 4.2.5. Switch row and column
 - 4.2.6. Select data
 - 4.2.7. Edit data
- 4.3. Apply chart elements.
 - 4.3.1. Use chart labels
 - 4.3.2. Use axes
 - 4.3.3. Use gridlines
 - 4.3.4. Use backgrounds
- 4.4. Manipulate chart layouts.
 - 4.4.1. Select chart elements
 - 4.4.2. Format selections
- 4.5. Manipulate chart elements.
 - 4.5.1. Arrange chart elements
 - 4.5.2. Specify a precise position
 - 4.5.3. Apply effects
 - 4.5.4. Resize chart elements
 - 4.5.5. Apply Quick Styles
 - 4.5.6. Apply a border
 - 4.5.7. Add hyperlinks

5. Applying Transitions and Animations

- 5.1. Apply built-in and custom animations.
 - 5.1.1. Use More Entrance
 - 5.1.2. Use More Emphasis

- 5.1.3. Use More Exit effects
- 5.1.4. Use More Motion paths
- 5.2. Apply effect and path options.
 - 5.2.1. Set timing
 - 5.2.2. Set start options
- 5.3. Manipulate animations.
 - 5.3.1. Change the direction of an animation
 - 5.3.2. Attach a sound to an animation
 - 5.3.3. Use Animation Painter
 - 5.3.4. Reorder animation
 - 5.3.5. Selecting text options
- 5.4. Apply and modify transitions between slides.
 - 5.4.1. Modifying a transition effect
 - 5.4.2. Adding a sound to a transition
 - 5.4.3. Modify transition duration
 - 5.4.4. Set up manual or automatically timed advance options

6. Collaborating on Presentations

- 6.1. Manage comments in presentations.
 - 6.1.1. Insert and edit comments
 - 6.1.2. Show or hide markup
 - 6.1.3. Move to the previous or next comment
 - 6.1.4. Delete comments
- 6.2. Apply proofing tools.
 - 6.2.1. Use Spelling and Thesaurus features
 - 6.2.2. Compare and combine presentations

7. Preparing Presentations for Delivery

- 7.1. Save presentations.
 - 7.1.1. Save the presentation as a picture presentation
 - 7.1.2. Save the presentation as a PDF
 - 7.1.3. Save the presentation as a XPS
 - 7.1.4. Save the presentation as an outline
 - 7.1.5. Save the presentation as an OpenDocument
 - 7.1.6. Save the presentation as a show(.ppsx)
 - 7.1.7. Save a slide or object as a picture file

- 7.2. Share presentations.
 - 7.2.1. Package a presentation for CD delivery
 - 7.2.2. Create video
 - 7.2.3. Create handouts (send to Microsoft Word)
 - 7.2.4. Compress media
- 7.3. Print presentations.
 - 7.3.1. Adjust print settings
- 7.4. Protect presentations.
 - 7.4.1. Set a password
 - 7.4.2. Change a password
 - 7.4.3. Mark a presentation as final

8. Delivering Presentations

- 8.1. Apply presentation tools.
 - 8.1.1. Add pen and highlighter annotations
 - 8.1.2. Change the ink color
 - 8.1.3. Erase an annotation
 - 8.1.4. Discard annotations upon closing
 - 8.1.5. Retain annotations upon closing
- 8.2. Set up slide shows.
 - 8.2.1. Set up a Slide Show
 - 8.2.2. Play narrations
 - 8.2.3. Set up Presenter view
 - 8.2.4. Use timings
 - 8.2.5. Show media controls
 - 8.2.6. Broadcast presentations
 - 8.2.7. Create a Custom Slide Show
- 8.3. Set presentation timing.
 - 8.3.1. Rehearse timings
 - 8.3.2. Keep timings
 - 8.3.3. Adjust a slide's timing
- 8.4. Record presentations.
 - 8.4.1. Starting recording from the beginning of a slide show
 - 8.4.2. Starting recording from the current slide of the slide show