

Objective Domains: MOS PowerPoint 2013

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