

# Microsoft® PowerPoint 2016

## Core Exam

Exam Objectives as stated by Microsoft  
Pass rate 70% : 5 to 7 projects in 50 minutes

Skill Sets	Exam Skill Standards
<b>Create and Manage Presentations</b>	<b>Create a Presentation</b> <ul style="list-style-type: none"> <li>• Create a new presentation</li> <li>• Create a presentation based on a template</li> <li>• Import Word document outlines</li> </ul>
	<b>Insert and Format Slides</b> <ul style="list-style-type: none"> <li>• Insert specific slide layouts</li> <li>• Duplicate existing slides</li> <li>• Hide and unhide slides</li> <li>• Delete slides</li> <li>• Apply a different slide layout</li> <li>• Modify individual slide backgrounds</li> <li>• Inset slide headers, footers and page numbers</li> </ul>
	<b>Modify Slides, Handouts, and Notes</b> <ul style="list-style-type: none"> <li>• Change the slide master theme or background</li> <li>• Modify slide master content</li> <li>• Create a slide layout</li> <li>• Modify a slide layout</li> <li>• Modify the handout master</li> <li>• Modify the notes master</li> </ul>
	<b>Order and Group Slides</b> <ul style="list-style-type: none"> <li>• Create sections</li> <li>• Modify slide order</li> <li>• Rename sections</li> </ul>
	<b>Change Presentation Options and Views</b> <ul style="list-style-type: none"> <li>• Change slide size</li> <li>• Change views of a presentation</li> <li>• Set file properties</li> </ul>
	<b>Configure a Presentation for Print</b> <ul style="list-style-type: none"> <li>• Print all or part of a presentation</li> <li>• Print notes pages</li> <li>• Print handouts</li> <li>• Print in color, grayscale, or black and white</li> </ul>
	<b>Configure and Present a Slide Show</b> <ul style="list-style-type: none"> <li>• Create custom slide shows</li> <li>• Configure slide show options</li> <li>• Rehearse slide show timing</li> <li>• Present a slide show by using Presenter View</li> </ul>
<b>Insert and Format Text, Shapes, and Images</b>	<b>Insert and Format Text</b> <ul style="list-style-type: none"> <li>• Insert text on a slide</li> <li>• Apply formatting and styles to text</li> <li>• Apply WordArt styles to text</li> <li>• Format text in multiple columns</li> <li>• Create Bulleted and numbered lists</li> <li>• Insert hyperlinks</li> </ul>

## Insert and Format Text, Shapes, and Images - Cont..

- Insert and Format Shapes and Text Boxes**
- Insert or replace shapes
  - Insert text boxes
  - Resize shapes and text boxes
  - Format shapes and text boxes
  - Apply styles to shapes and text boxes

- Insert and Format Images**
- Insert images
  - Resize and crop images
  - Apply styles and effects

- Order and Group Objects**
- Order objects
  - Align objects
  - Group objects
  - Display alignment tools

## Insert Tables, Charts, SmartArt, and Media

- Insert and Format Tables**
- Create a table
  - Insert and delete table rows and columns
  - Apply table styles
  - Import a table

- Insert and Format Charts**
- Create a chart
  - Import chart
  - Change the Chart Type
  - Add a legend to a chart
  - Change the chart style of a chart

- Insert and Format SmartArt graphics**
- Create SmartArt graphics
  - Convert lists to Smart Art graphics
  - Add shapes to SmartArt graphics
  - Reorder shapes in SmartArt graphics
  - Change the color of SmartArt graphics

- Insert and Manage Media**
- Insert audio and video clips
  - Configure media playback options
  - Adjust media window size
  - Set the video start and stop time
  - Set media timing options

## Apply Transitions and Animations

- Apply Slide Transitions**
- Insert slide transitions
  - Set transition effect options

- Animate Slide Content**
- Apply animations to objects
  - Apply animations to text
  - Set animation effect options
  - Set animation paths

- Set Timing for Transitions and Animations**
- Set transition effect duration
  - Configure transition start and finish options
  - Reorder animations on a slide

## Manage Multiple Presentations

### Merge Content from Multiple Presentation

- Inset slides from another presentation
- Compare two presentations
- Insert comments
- Review comments

### Finalize Presentations

- Protect a presentation
- Inspect a presentation
- Proof a presentation
- Preserve presentation content
- Export presentations to other formats