

77-729 Microsoft Office Specialist PowerPoint 2016 Core

Core Presentation Design and Delivery Skills

Domain	Obj Number	Objective text	Lesson	MOS Practice Test
1	Create and Manage Presentations			
	1.1	Create a Presentation		
	1.1.1	create a new presentation	1.2, 1.3	
	1.1.2	create a presentation based on a template	5.1, 5.2, 5.5	7
	1.1.3	import Word document outlines	6.4	7
	1.2	Insert and Format Slides		
	1.2.1	insert specific slide layouts	1.3	7
	1.2.2	duplicate existing slides	2.3	1
	1.2.3	hide and unhide slides	6.4	3
	1.2.4	delete slides	3.1	7
	1.2.5	apply a different slide layout	1.11	7
	1.2.6	modify individual slide backgrounds	2.1, 5.3	1
	1.2.7	insert slide headers, footers, and page numbers	4.3	
	1.3	Modify Slides, Handouts, and Notes		
	1.3.1	change the slide master theme or background	5.5	
	1.3.2	modify slide master content	5.5	7
	1.3.3	create a slide layout	5.5	
	1.3.4	modify a slide layout	5.5	2
	1.3.5	modify the handout master	5.5	3
	1.3.6	modify the notes master	6.4	
	1.4	Order and Group Slides		
	1.4.1	create sections	7.4	5
	1.4.2	modify slide order	5.1, 6.1, 7.4	5, 7
	1.4.3	rename sections	7.4	5
	1.5	Change Presentation Options and Views		
	1.5.1	change slide size	6.4	
	1.5.2	change views of a presentation	6.1, 6.3	
	1.5.3	set file properties	1.11	4, 5
	1.6	Configure a Presentation for Print		
	1.6.1	print all or part of a presentation	1.6, 6.1	1-7

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	1.6.2	print notes pages	6.1	6
	1.6.3	print handouts	1.6	3
	1.6.4	print in color, grayscale, or black and white	6.1	3
	1.7	Configure and Present a Slide Show		
	1.7.1	create custom slide shows	6.2	4
	1.7.2	configure slide show options	6.2, 6.3	
	1.7.3	rehearse slide show timing	6.2, 6.3	
	1.7.4	present a slide show by using Presenter View	6.3	
2	Insert and Format Text, Shapes, and Images			
	2.1	Insert and Format Text		
	2.1.1	insert text on a slide	1.2, 3.1	1, 7
	2.1.2	apply formatting and styles to text	1.3, 1.5	1, 2
	2.1.3	apply WordArt styles to text	4.3, 4.6	5
	2.1.4	format text in multiple columns	1.11	
	2.1.5	create bulleted and numbered lists	1.4, 1.5	4
	2.1.6	insert hyperlinks	4.4	
	2.2	Insert and Format Shapes and Text Boxes		
	2.2.1	insert or replace shapes	3.1	
	2.2.2	insert text boxes	3.1	7
	2.2.3	resize shapes and text boxes	1.6, 3.1	2
	2.2.4	format shapes and text boxes	3.2, 3.3	7
	2.2.5	apply styles to shapes and text boxes	3.2, 4.3	
	2.3	Insert and Format Images		
	2.3.1	insert images	2.1, 4.1	
	2.3.2	resize and crop images	4.1	2
	2.3.3	apply styles and effects	4.2, 4.4	2
	2.4	Order and Group Objects		
	2.4.1	order objects	3.3, 4.2	
	2.4.2	align objects	3.3, 4.1	2, 3, 7
	2.4.3	group objects	3.3, 4.2	
	2.4.4	display alignment tools	3.3	3
3	Insert Tables, Charts, SmartArt, and Media			
	3.1	Insert and Format Tables		

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	3.1.1	create a table	4.3	5
	3.1.2	insert and delete table rows and columns	4.3	5
	3.1.3	apply table styles	4.3	5
	3.1.4	import a table	4.5	
	3.2	Insert and Format Charts		
	3.2.1	create a chart	4.6	7
	3.2.2	import a chart	4.7	
	3.2.3	change the Chart Type	4.6	4
	3.2.4	add a legend to a chart	4.6	4, 7
	3.2.5	change the chart style of a chart	4.6	7
	3.3	Insert and Format SmartArt graphics		
	3.3.1	create SmartArt graphics	4.4	
	3.3.2	convert lists to SmartArt graphics	4.6	2
	3.3.3	add shapes to SmartArt graphics	4.4	
	3.3.4	reorder shapes in SmartArt graphics	4.4	2
	3.3.5	change the color of SmartArt graphics	4.6	2
	3.4	Insert and Manage Media		
	3.4.1	insert audio and video clips	3.4, 3.5	6
	3.4.2	configure media playback options	3.4, 3.5	
	3.4.3	adjust media window size	3.4	
	3.4.4	set the video start and stop time	3.5	6
	3.4.5	set media timing options	3.5	
4		Apply Transitions and Animations		
	4.1	Apply Slide Transitions		
	4.1.1	insert slide transitions	2.1	3, 6
	4.1.2	set transition effect options	2.1	3
	4.2	Animate Slide Content		
	4.2.1	apply animations to objects	3.1, 4.1	2
	4.2.2	apply animations to text	2.3, 2.4	7
	4.2.3	set animation effect options	2.3	1
	4.2.4	set animation paths	3.6	
	4.3	Set Timing for Transitions and Animations		
	4.3.1	set transition effect duration	2.2	6

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	4.3.2	configure transition start and finish options	2.2	6
	4.3.3	reorder animations on a slide	2.4	1
5	Manage Multiple Presentations			
	5.1	Merge Content from Multiple Presentations		
	5.1.1	insert slides from another presentation	5.4	
	5.1.2	compare two presentations	5.4	
	5.1.3	insert comments	7.3	3
	5.1.4	review comments	7.3, 7.4	
	5.2	Finalize Presentations		
	5.2.1	protect a presentation	1.11	
	5.2.2	inspect a presentation	1.11, 3.1, 3.3	5
	5.2.3	proof a presentation	5.3	5
	5.2.4	preserve presentation content	3.5	6
	5.2.5	export presentations to other formats	1.11	