



Using Microsoft® Office PowerPoint 2007- Course Outline

Assumed Skills

Some skills are assumed as the basis for other skills. For example, we would not have an objective related to navigating the ribbon UI, but that skill would be assumed and necessary in order to accomplish other skills. Some assumed skills for this exam include:

- Open and save presentations
- Navigate the ribbon UI
- Apply masters

Testable Skills

1. Creating and Formatting Presentations

1.1. Create new presentations.

- 1.1.1. Create a presentation from a blank presentation.
- 1.1.2. Create a presentation from a template.
- 1.1.3. Create a presentation based on an existing presentation.
- 1.1.4. Create a presentation from a Microsoft Office Word outline.

1.2. Customize slide masters.

- 1.2.1. Apply themes to masters.
 - Apply theme to a master.
 - Change theme colors on a master.
- 1.2.2. Format master backgrounds.
 - Add background graphics to slide masters.
 - Apply Quick Styles to backgrounds.
 - Change font theme.

1.3. Add elements to slide masters.

- Add slide numbers.
- Add footers.
- Add text boxes.
- Add graphic elements.
- Add date and time.
- Set date and time to update automatically.

1.4. Select and create presentation elements.

- 1.4.1. Select presentation orientation.
- 1.4.2. Select slide transitions.



- NOTE: This needs to be applied to all slides at the presentation level.

1.4.3. Set slide size.

1.5. Arrange slides.

- Insert or delete slides.
- Use the slide sorter to organize slides.
- Arrange slides by cutting, pasting, and dragging in normal view.

2. Creating and Formatting Slide Content

2.1. Insert and format text boxes.

2.1.1. Size text boxes.

2.1.2. Format text boxes.

- Select fill.
- Select border.
- Select effects.

2.1.3. Select text orientation and alignment.

- Set text direction.
- Set text alignment.

2.1.4. Set margins.

2.1.5. Create columns in a text box.

2.2. Insert and format text.

2.2.1. Manipulate text.

- Move text by using drag and drop.
- Copy and paste text.
- Cut and paste text.
- Cut and paste special.

2.2.2. Apply Quick Styles from the style gallery.

2.2.3. Format text.

- Change text size.
- Change text font.
- Change text color.
- Apply text attributes such as bold, italic, underline, and shadow.

2.2.4. Use Format Painter to format text.

2.2.5. Insert and format bullets and lists.

- Insert bullets.
- Insert numbered lists.
- Format bullets.
- Format numbered lists.

2.2.6. Format paragraph options.

- Align text.
- Change line spacing.



- Change indentation.
- 2.2.7. Insert and format WordArt.
 - Create and format WordArt.
 - Apply Quick Styles to WordArt.
 - Change WordArt shape.
- 2.3. Add existing content to presentations.**
 - 2.3.1. Reuse slides from an existing presentation.
 - Apply current slide master to content.
 - 2.3.2. Copy elements from one slide to another slide.
 - Copy elements within a presentation.
 - Copy elements between presentations.
 - 2.3.3. Insert hyperlinks to slides.
 - 2.3.4. Insert media clips in slides.
 - Add movies.
 - Add sounds.
- 2.4. Animate slide elements.**
 - 2.4.1. Apply built-in animations.
 - 2.4.2. Modify animations.
 - Remove animations.
 - Change animations.
 - 2.4.3. Create custom animations.
 - Insert entrance effect.
 - Insert emphasis effect.
 - Insert exit effect.
 - Change effect speed.
 - Change start setting.

3. Creating and Formatting Illustrations and Tables

- 3.1. Create SmartArt diagrams.**
 - 3.1.1. Select diagram type.
 - Relationship
 - Workflow
 - Cycle
 - Hierarchy diagrams
 - 3.1.2. Add text to SmartArt diagrams.
 - 3.1.3. Create diagrams from bullet points.
- 3.2. Customize SmartArt diagrams.**



- 3.2.1. Change theme colors.
- 3.2.2. Add effects by using Quick Styles.
- 3.2.3. Change flow direction.
- 3.2.4. Change orientation of charts.
- 3.2.5. Add or remove shapes in SmartArt diagrams.
- 3.2.6. Change diagram type.

3.3. Insert pictures and shapes.

- 3.3.1. Insert pictures from file.
- 3.3.2. Insert shapes.
 - Insert line.
 - Insert polygon.
 - Insert arrow.
- 3.3.3. Insert clip art.
- 3.3.4. Add text to shapes.

3.4. Format illustrations.

- 3.4.1. Apply Quick Styles to shapes and pictures.
 - Apply fill to a shape.
 - Remove border from a shape.
- 3.4.2. Add effects to pictures.
 - Remove background (transparency).
 - Modify brightness and contrast.

3.5. Arrange objects.

- 3.5.1. Size, scale, and rotate objects.
 - Adjust size.
 - Adjust scale.
 - Adjust rotation
- 3.5.2. Bring objects to front and send objects to back.
- 3.5.3. Group and align objects.
- 3.5.4. Use gridlines and guides to arrange objects.

3.6. Insert and format charts.

- 3.6.1. Insert charts.
- 3.6.2. Change chart type.
- 3.6.3. Format fill and other effects.
- 3.6.4. Add chart elements.
 - Add legend.
 - Add title.

3.7. Insert and format tables.

- 3.7.1. Insert tables.
- 3.7.2. Apply Quick Styles to tables.
- 3.7.3. Change alignment and orientation of table text.
- 3.7.4. Add images to tables.

4. Collaborating on and Delivering Presentations

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4.1. Review presentations.

- 4.1.1. Insert and delete comments.
- 4.1.2. Modify comments.
- 4.1.3. Show and hide markup.
- 4.1.4. Send presentations via e-mail.

4.2. Protect presentations.

- 4.2.1. Add a digital signature to a presentation.
- 4.2.2. Add a line for a digital signature.

4.3. Prepare presentations for sharing.

- 4.3.1. Remove inappropriate information by using Document Inspector.
- 4.3.2. Restrict permissions to a document by using Information rights management (IRM)
- 4.3.3. Mark presentations as final.
- 4.3.4. Compress images.
- 4.3.5. Save presentations as appropriate file types.
 - Save a file in .pps format so that it opens as a slide show.
 - Save presentations for Web viewing (.html format).
 - Save slides as images (.jpg, .gif, and so on).
 - Determine if presentation contains features not supported by previous versions of PowerPoint (use compatibility checker).

4.4. Prepare printed materials.

- 4.4.1. Customize a handout master.
 - Add header, footer, and page numbers.
 - Apply Quick Styles to handout masters.
- 4.4.2. Print a presentation in various formats.
 - Print slides.
 - Print handouts.
 - Print outlines.
 - Print notes.

4.5. Prepare for and rehearse presentation delivery.

- 4.5.1. Show only selected slides in a presentation.
 - Hide specific slides.
 - Create a custom show.
- 4.5.2. Rehearse timings.
- 4.5.3. Use presentation tools.
 - Use a pen and highlighter, add annotations, and so on.
 - Navigate to specific slides
- 4.5.4. Package presentations for a CD.
- 4.5.5. Set slide show options.
 - Set presentation to loop continuously.
 - Show presentation with or without narration.



- Select presentation resolution.