



MOS - PowerPoint 2016

Core Presentation Design and Delivery Skills

Exam 77-729

Course Description

Successful candidates will have a fundamental understanding of the PowerPoint environment and demonstrate the correct application of PowerPoint 2016. Candidates create, edit, and enhance presentations and slideshows. Presentation examples include professional-grade sales presentations, employee training, instructional materials, and kiosk slideshows

Course Outlines

1. Create and Manage Presentations

1.1 Create a Presentation

- 1.1.1 Create a new presentation
- 1.1.2 Create a presentation based on a template
- 1.1.3 Import Word document outlines

1.2 Insert and Format Slides

- 1.2.1 Insert specific slide layouts
- 1.2.2 Duplicate existing slides
- 1.2.3 Hide and unhide slides
- 1.2.4 Delete slides
- 1.2.5 Apply a different slide layout
- 1.2.6 Modify individual slide backgrounds
- 1.2.7 Inset slide headers, footers, and page numbers

1.3 Modify Slides, Handouts, and Notes

- 1.3.1 Change the slide master theme or background
- 1.3.2 Modify slide master content
- 1.3.3 Create a slide layout
- 1.3.4 Modify a slide layout
- 1.3.5 Modify the handout master
- 1.3.6 Modify the notes master

1.4 Order and Group Slides

- 1.4.1 Create sections
- 1.4.2 Modify slide order
- 1.4.3 Rename sections

1.5 Change Presentation Options and Views

- 1.5.1 Change slide size
- 1.5.2 Change views of a presentation
- 1.5.3 Set file properties

1.6 Configure a Presentation for Print

- 1.6.1 Print all or part of a presentation
- 1.6.2 Print notes pages
- 1.6.3 Print handouts
- 1.6.4 Print in color, grayscale, or black and white

1.7 Configure and Present a Slide Show

- 1.7.1 Create custom slide shows
- 1.7.2 Configure slide show options
- 1.7.3 Rehearse slide show timing
- 1.7.4 Present a slide show by using Presenter View

2. Insert and Format Text, Shapes, and Images

2.1 Insert and Format Text

- 2.1.1 Insert text on a slide



- 2.1.2 Apply formatting and styles to text
- 2.1.3 Apply WordArt styles to text
- 2.1.4 Format text in multiple columns
- 2.1.5 Create bulleted and numbered lists
- 2.1.6 Insert hyperlinks

2.2 Insert and Format Shapes and Text Boxes

- 2.2.1 Insert or replace shapes
- 2.2.2 Insert text boxes
- 2.2.3 Resize shapes and text boxes
- 2.2.4 Format shapes and text boxes
- 2.2.5 Apply styles to shapes and text boxes

2.3 Insert and Format Images

- 2.3.1 Insert images
- 2.3.2 Resize and crop images
- 2.3.3 Apply styles and effects

2.4 Order and Group Objects

- 2.4.1 Order objects
- 2.4.2 Align objects
- 2.4.3 Group objects
- 2.4.4 Display alignment tools

3. Insert Tables, Charts, SmartArt, and Media

3.1 Insert and Format Tables

- 3.1.1 Create a table
- 3.1.2 Insert and delete table rows and columns
- 3.1.3 Apply table styles
- 3.1.4 Import a table

3.2 Insert and Format Charts

- 3.2.1 Create a chart
- 3.2.2 Import a chart
- 3.2.3 Change the Chart Type
- 3.2.4 Add a legend to a chart
- 3.2.5 Change the chart style of a chart

3.3 Insert and Format SmartArt graphics

- 3.3.1 Create SmartArt graphics
- 3.3.2 Convert lists to SmartArt graphics
- 3.3.3 Add shapes to SmartArt graphics

- 3.3.4 Reorder shapes in SmartArt graphics
- 3.3.5 Change the color of SmartArt graphics

3.4 Insert and Manage Media

- 3.4.1 Insert audio and video clips
- 3.4.2 Configure media playback options
- 3.4.3 Adjust media window size
- 3.4.4 Set the video start and stop time
- 3.4.5 Set media timing options

4. Manage Multiple Presentations

4.1 Apply Slide Transitions

- 4.1.1 Insert slide transitions
- 4.1.2 Set transition effect options

4.2 Animate Slide Content

- 4.2.1 Apply animations to objects
- 4.2.2 Apply animations to text
- 4.2.3 Set animation effect options
- 4.2.4 Set animation paths

4.3 Set Timing for Transitions and Animations

- 4.3.1 Set transition effect duration
- 4.3.2 Configure transition start and finish options
- 4.3.3 Reorder animations on a slide