

Powerpoint 2010 Core Items

Objective Domains

Microsoft Office Specialist certification is the only official Microsoft-recognized certification for Microsoft Office globally.



1 Managing Powerpoint environment

1— Managing P.Point environment ► []

- 1.1— Adjust views
- 1.2— Manipulate the PowerPoint window
- 1.3— Configure the Quick Access Toolbar
- 1.4— Configure PowerPoint file options

2 Creating a Slide Presentation

2— Configure PowerPoint file options ► []

- 2.1— Construct and edit a photo album
- 2.2— Apply slide size and orientation settings
- 2.3— Add and remove slides
- 2.4— Format slides
- 2.5— Enter and format text
- 2.6— Format a text box

3 Working with graphical & multimedia elements

3— Working with graphical & multimedia elements ► []

- 3.1— Manipulate graphical elements
- 3.2— Manipulate images
- 3.3— Modify WordArt and shapes
- 3.4— Manipulate SmartArt
- 3.5— Edit video and audio content

4 Creating charts & tables

4— Creating charts and tables ► []

- 4.1— Construct and modify a table
- 4.2— Insert and modify a chart
- 4.3— Apply chart elements
- 4.4— Manipulate chart layouts
- 4.5— Manipulate chart elements

5 Applying transitions & animations

5— Applying transitions and animations ► []

- 5.1— Apply built-in and custom animations
- 5.2— Apply effect and path options
- 5.3— Manipulate an animation
- 5.4— Apply and modify transitions between slides

6 Collaborating on a presentation

6— Collaborating on a presentation ► []

6.1— Manage comments in a presentation

6.2— Apply proofing tools

7 Preparing a presentation for delivery

7— Preparing a presentation for delivery ► []

7.1— Save a presentation

7.2— Share a presentation

7.3— Print a presentation

7.4— Protect a presentation

8 Delivering a presentation

8— Delivering a presentation ► []

8.1— Apply presentation tools

8.2— Set up a slide show

8.3— Set presentation timing

8.4— Record a presentation