

**Overview**

The Microsoft PowerPoint 365 – Essentials simulation evaluates experience in creating, and saving, presentations, adding and arranging multimedia elements, applying animations, formatting slides and presentation content, modifying the presentation layout, and reviewing and delivering presentations. The Essentials version consists of the 20 most important and frequently performed tasks.

<b>Relevant Job Roles</b>	Administrative Services Manager, Sales Manager, General and Operations Manager, Marketing Manager, Business Analyst, Consultant
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<b>Details</b>	<b>Language</b>	English (US)
	<b>Average Testing Time (minutes)</b>	15 minutes
	<b>Allowed Time (minutes)</b>	25 minutes
	<b>Maximum Number of Questions</b>	20 questions
	<b>Number of Sitzings</b>	One
	<b>Test Type</b>	Simulation
	<b>Sector</b>	Software Skills
	<b>Scores Reported</b>	<ul style="list-style-type: none"><li>• Overall Score</li><li>• Applying Transitions and Animations</li><li>• Creating, Managing, and Saving Presentations</li><li>• Formatting Presentation Content</li><li>• Reviewing, Collaborating, and Delivering Presentations</li><li>• Working with Multimedia Elements, Images, and Illustrations</li></ul>
	<b>O*NET Competency</b>	Presentation Software

**Knowledge, Skills, Abilities And Competencies Measured**

The following areas are covered:

- Content review and formatting
- Slide layouts and templates
- Using pictures, charts and graphics
- Saving and printing presentation