

## Skills Being Measured: Exam 77-883 – MOS PowerPoint 2010

This exam measures your ability to accomplish the technical tasks listed below. The percentages indicate the relative weight of each major topic area on the exam.

[www.microsoft.com/learning/en/us/Exam.aspx?ID=77-883&locale=en-us#tab2](http://www.microsoft.com/learning/en/us/Exam.aspx?ID=77-883&locale=en-us#tab2)

### Managing the PowerPoint Environment

- **Adjust views.**  
This objective may include but is not limited to: adjusting views by using ribbon or status bar commands
- **Manipulate the PowerPoint window.**  
This objective may include but is not limited to: working with multiple presentation windows simultaneously
- **Configure the Quick Access Toolbar.**  
This objective may include but is not limited to: showing the Quick Access Toolbar (QAT) below the ribbon
- **Configure PowerPoint file options.**  
This objective may include but is not limited to: using PowerPoint, Proofing, and Save options

### Creating a Slide Presentation

- **Construct and edit photo albums.**  
This objective may include but is not limited to: adding captions to pictures, inserting text, inserting images in black and white, reordering pictures in an album, and adjusting image rotation, brightness, and contrast
- **Apply slide size and orientation settings.**  
This objective may include but is not limited to: setting up a custom size and changing the orientation
- **Add and remove slides.**  
This objective may include but is not limited to: inserting an outline, reusing slides from a saved presentation, reusing slides from a slide library, duplicating selected slides, deleting multiple slides simultaneously, and including non-contiguous slides in a presentation
- **Format slides.**  
This objective may include but is not limited to: formatting sections, modifying themes, switching to a different slide layout, applying a fill color, gradient, picture, texture, or pattern to a slide, and setting up slide footers
- **Enter and format text.**  
This objective may include but is not limited to: using text effects, changing the indentation, alignment, line spacing, and direction of text, changing the formatting of bulleted and numbered lists, entering text in a placeholder text box, converting text to SmartArt, copying and pasting text, using Paste Special, and using Format Painter
- **Format text boxes.**  
This objective may include but is not limited to: applying a fill color, gradient, picture, texture, or pattern to a text box, changing the outline color, weight, or style, changing the shape of the text box, applying effects, setting the alignment, creating columns in a text box, setting internal margins, setting the current text box formatting as the default for new text boxes, adjusting text wrapping, sizing and positioning a text box, and using AutoFit

### Working with Graphical and Multimedia Elements

- **Manipulate graphical elements.**  
This objective may include but is not limited to: arranging, positioning, and resizing graphical elements, applying effects, applying styles, applying borders, and adding hyperlinks

- **Manipulate images.**  
This objective may include but is not limited to: applying color adjustments, applying image corrections (sharpen, soften, brightness, contrast), adding artistic effects to an image, removing a background, cropping a picture, compressing selected pictures or all pictures, changing a picture, and resetting a picture
- **Modify WordArt and shapes.**  
This objective may include but is not limited to: setting the formatting of the current shape as the default for future shapes, changing the fill color or texture, changing the WordArt, converting to SmartArt
- **Manipulate SmartArt.**  
This objective may include but is not limited to: adding and removing shapes, changing SmartArt styles, changing the SmartArt layout, reordering shapes, converting a SmartArt graphic to text, converting SmartArt to shapes, making shapes larger or smaller, and promoting or demoting bullet levels
- **Edit video and audio content.**  
This objective may include but is not limited to: applying a style to video or audio content, adjusting, arranging, and sizing video or audio content, and adjusting playback options

### **Creating Charts and Tables**

- **Construct and modify tables.**  
This objective may include but is not limited to: drawing a table, inserting a Microsoft Excel spreadsheet, setting table style options, adding shading, borders, and effects, changing the alignment, resizing, merging or splitting columns and rows, distributing columns and rows, arranging columns and rows
- **Insert and modify charts.**  
This objective may include but is not limited to: selecting a chart type, entering chart data, changing the chart type, changing the chart layout, switching row and column, selecting data, editing data
- **Apply chart elements.**  
This objective may include but is not limited to: using chart labels, axes, gridlines, and backgrounds
- **Manipulate chart layouts.**  
This objective may include but is not limited to: selecting chart elements and formatting selections
- **Manipulate chart elements.**  
This objective may include but is not limited to: arranging chart elements, specifying a precise position, applying effects, resizing chart elements, applying Quick Styles, applying a border, and adding hyperlinks

### **Applying Transitions and Animations**

- **Apply built-in and custom animations.**  
This objective may include but is not limited to: using More Entrance, More Emphasis, and More Exit effects, and using More Motion paths
- **Apply effect and path options.**  
This objective may include but is not limited to: setting timing and start options
- **Apply and modify transitions between slides.**  
This objective may include but is not limited to: modifying a transition effect, adding a sound to a transition, modifying transition duration, and setting up manual or automatically timed advance options
- **Manipulate animations.**  
This objective may include but is not limited to: changing the direction of an animation, attaching a sound to an animation, using Animation Painter, reordering animations, and selecting text options

## Collaborating on Presentations

- **Manage comments in presentations.**  
This objective may include but is not limited to: inserting and editing comments, showing or hiding markup, moving to the previous or next comment, and deleting comments
- **Apply proofing tools.**  
This objective may include but is not limited to: using Spelling and Thesaurus features, comparing and combining presentations

## Preparing Presentations for Delivery

- **Save presentations.**  
This objective may include but is not limited to: saving the presentation as a picture presentation, PDF, XPS, outline, or OpenDocument presentation, saving a slide or object as a picture file, and saving a presentation as a show (.ppsx)
- **Share presentations.**  
This objective may include but is not limited to: packaging a presentation for CD delivery, creating video, creating handouts (send to Microsoft Word), and compressing media
- **Print presentations.**  
This objective may include but is not limited to: adjusting print settings
- **Protect presentations.**  
This objective may include but is not limited to: setting a password, changing a password, and marking a presentation as final

## Delivering Presentations

- **Apply presentation tools.**  
This objective may include but is not limited to: adding pen and highlighter annotations, changing the ink color, erasing an annotation, and discarding or retaining annotations upon closing
- **Set up slide shows.**  
This objective may include but is not limited to: setting up Slide Show, playing narrations, setting up Presenter view, using timings, showing media controls, broadcasting presentations, and creating a Custom Slide Show
- **Set presentation timing.**  
This objective may include but is not limited to: rehearsing and keeping timings, adjusting a slide's timing
- **Record presentations.**  
This objective may include but is not limited to: starting recording from the beginning of a slide show and starting recording from the current slide of the slide show