

## Microsoft PowerPoint 2010, Using PowerPoint

### Exam Design

#### Target Audience

The audience profile for the Core Exam is a student, office worker or instructor who needs to navigate the Office software at the feature and functionality level.

Core users generate more complex slide shows, such as product plans, reports, and marketing materials. They create slide shows based on custom templates generated by others and frequently reuse slides. Their slides include more sophisticated data presented in visual formats, so these users need to be proficient with PowerPoint features that will enable them to manipulate these formats. Some core users work alone and others collaborate routinely with colleagues. Their presentations might be for small or large audiences, and they might be internal or external. These users need to be comfortable with pausing, moving back and forth, jumping to specific slides, drilling down to supporting data, and marking up slides.

The core PowerPoint 2010 enterprise user typically:

- is proficient with productivity tools
- frequently collaborates with others on projects
- personalizes his or her working environment for efficiency
- has created or produced effective, practical slide shows

#### Objective Domain

##### 1. Managing the PowerPoint environment

- 1.1. Adjust views
- 1.2. Manipulate the PowerPoint window.
- 1.3. Configure the Quick Access Toolbar (QAT).
- 1.4. Configure PowerPoint file options

## **2. Creating a Slide Presentation**

- 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 and 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 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 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**

- 6.1. Manage comments in a presentation.
- 6.2. Apply proofing tools.

## **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**

- 8.1. Apply presentation tools.
- 8.2. Set up a slide show.
- 8.3. Set presentation timing.
- 8.4. Record a presentation.