



Mastering Microsoft PowerPoint

The Microsoft Office Specialist: PowerPoint Associate Certification demonstrates competency to create, edit, and enhance presentations and slideshows. The exam covers the ability to create and manage presentations, insert and format shapes and slides, create slide content, apply transitions and animations and manage multiple presentations. Presentation examples include professional-grade sales presentations, employee training, instructional materials, and kiosk slideshows.

An individual earning this certification has approximately 150 hours of instruction and hands-on experience with the product, has proven competency at an industry associate-level and is ready to enter into the job market. They can demonstrate the correct application of the principal features of PowerPoint and can complete tasks independently.

Number of sessions: 4 session of 3 hours each

Total Duration: 12 hours

Fees: Rs 12000 per participant

Objective Domains

Manage Presentations

1.1 Modify slide masters, handout masters, and note masters

1.1.1 Change the slide master theme or background

1.1.2 Modify slide master content

1.1.3 Create slide layouts

1.1.4 Modify slide layouts

1.1.5 Modify the handout master

1.1.6 Modify the notes master

1.2 Change presentation options and views

1.2.1 Change slide size

1.2.2 Display presentations in different views

1.2.3 Set basic file properties

1.3 Configure print settings for presentations

1.3.1 Print all or part of a presentation

1.3.2 Print notes pages

1.3.3 Print handouts

1.3.4 Print in color, grayscale, or black and white

1.4 Configure and present slide shows

1.4.1 Create custom slide shows

1.4.2 Configure slide show options

1.4.3 Rehearse slide show timing

1.4.4 Set up slide show recording options

1.4.5 Present slide shows by using Presenter View

1.5 Prepare presentations for collaboration

1.5.1 Mark presentations as final

1.5.2 Protect presentations by using passwords

1.5.3 Inspect presentations for issues

1.5.4 Add and manage comments

1.5.5 Preserve presentation content

1.5.6 Export presentations to other formats

Manage Slides

2.1 Insert slides

2.1.1 Import Word document outlines

2.1.2 Insert slides from another presentation

2.1.3 Insert slides and select slide layouts

2.1.4 Insert Summary Zoom slides

2.1.5 Duplicate slides

2.2 Modify slides

2.2.1 Hide and unhide slides

2.2.2 Modify individual slide backgrounds

2.2.3 Insert slide headers, footers, and page numbers

2.3 Order and group slides

2.3.1 Create sections

2.3.2 Modify slide order

2.3.3 Rename sections

Insert and Format Text, Shapes, and Images

3.1 Format text

3.1.1 Apply formatting and styles to text

3.1.2 Format text in multiple columns

3.1.3 Create bulleted and numbered lists

3.2 Insert links

3.2.1 Insert hyperlinks

3.2.2 Insert Section Zoom links and Slide Zoom links

3.3 Insert and format images

3.3.1 Resize and crop images

3.3.2 Apply built-in styles and effects to images

3.3.3 Insert screenshots and screen clippings

3.4 Insert and format graphic elements

3.4.1 Insert and change shapes

3.4.2 Draw by using digital ink

3.4.3 Add text to shapes and text boxes

3.4.4 Resize shapes and text boxes

3.4.5 Format shapes and text boxes

3.4.6 Apply built-in styles to shapes and text boxes

3.4.7 Add alt text to graphic elements for accessibility

3.5 Order and group objects on slides

3.5.1 Order shapes, images, and text boxes

3.5.2 Align shapes, images, and text boxes

3.5.3 Group shapes and images

3.5.4 Display alignment tools

Insert Tables, Charts, SmartArt, 3D Models, and Media

4.1 Insert and format tables

4.1.1 Create and insert tables

4.1.2 Insert and delete table rows and columns

4.1.3 Apply built-in table styles

4.2 Insert and modify charts

4.2.1 Create and insert charts

4.2.2 Modify charts

4.3 Insert and format SmartArt graphics

4.3.1 Insert SmartArt graphics

4.3.2 Convert lists to SmartArt graphics

4.3.3 Add and modify SmartArt graphic content

4.4 Insert and modify 3D models

4.4.1 Insert 3D models

4.4.2 Modify 3D models

4.5 Insert and manage media

4.5.1 Insert audio and video clips

4.5.2 Create and insert screen recordings

4.5.3 Configure media playback options

Apply Transitions and Animations

5.1 Apply and configure slide transitions

5.1.1 Apply basic and 3D slide transitions

5.1.2 Configure transition effects

5.2 Animate slide content

5.2.1 Animate text and graphic elements

5.2.2 Animate 3D models

5.2.3 Configure animation effects

5.2.4 Configure animation paths

5.2.5 Reorder animations on a slide

5.3 Set timing for transitions

5.3.1 Set transition effect duration

5.3.2 Configure transition start and finish options