

MOS PowerPoint 2013



Making More
Meaningful
Impressions.



Microsoft Office Specialist PowerPoint 2013



Introducing new project-based testing for Microsoft Office Specialist PowerPoint 2013.

Our interactive PowerPoint 2013 certification program provides candidates with performance-based scenarios to measure their ability to manage essential, day-to-day tasks.

Certification requires individuals to demonstrate their ability to create and manage presentations, insert and format shapes and slides, create slide content, apply transitions and animations and manage multiple presentations.

The unique benefit for candidates taking the new PowerPoint 2013 exam is the comprehensive, project-based testing format. This requires individuals to complete a project that depicts real-world functionality with project and standards-based outcome testing.

Certiport makes PowerPoint certification as easy as 1-2-3 with a unique, three step pathway:

Learn

Learn how to use Microsoft Office using content-rich materials including textbooks, online eCourseware, and video resources.

Practice

Practice using interactive exam preparation tools and practice exams.

Certify

Certify and validate skills taking Certiport performance-based exams.

Microsoft
Office Specialist

Authorized Testing Center
Downtown Center
Business Tech & English Communication
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Student Learning Outcomes (SLOs)



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

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.

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.

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.

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.

Collaborating on a presentation

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

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.

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.