



MICROSOFT POWERPOINT 2003 CORE EXAM OBJECTIVES

1. Creating Content

- 1.1 Create new presentations from templates
- 1.2 Insert and edit text-based content
- 1.3 Insert tables, charts and diagrams
- 1.4 Insert pictures, shapes and graphics
- 1.5 Insert objects

2. Formatting Content

- 2.1 Format text-based content
- 2.2 Format pictures, shapes and graphics
- 2.3 Format slides
- 2.4 Apply animation schemes
- 2.5 Apply slide transitions
- 2.6 Customize slide templates
- 2.7 Work with masters

3. Collaborating

- 3.1 Track, accept and reject changes in a presentation
- 3.2 Add, edit and delete comments in a presentation
- 3.3 Compare and merge presentations

4. Managing and Delivering Presentations

- 4.1 Organize a presentation
- 4.2 Set up slide shows for delivery
- 4.3 Rehearse timing
- 4.4 Deliver presentations
- 4.5 Prepare presentations for remote delivery
- 4.6 Save and publish presentations
- 4.7 Print slides, outlines, handouts, and speaker notes
- 4.8 Export a presentation to another Microsoft Office program