



## MICROSOFT POWERPOINT 2010 EXAM (77-883) OBJECTIVES

- 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.

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(Microsoft PowerPoint 2010 - Exam Objectives.....cont'd)

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**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.

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