



MICROSOFT POWERPOINT 2003 CORE - EXAM OBJECTIVES

1. Creating Content

- .Create new presentations from templates
- .Insert and edit text-based content
- .Insert tables, charts and diagrams
- .Insert pictures, shapes and graphics
- .Insert objects

2. Formatting Content

- .Format text-based content
- .Format pictures, shapes and graphics
- .Format slides
- .Apply animation schemes
- .Apply slide transitions
- .Customize slide templates
- .Work with masters

3. Collaborating

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

4. Managing and Delivering Presentations

- .Organize a presentation
- .Set up slide shows for delivery
- .Rehearse timing
- .Deliver presentations
- .Prepare presentations for remote delivery
- .Save and publish presentations
- .Print slides, outlines, handouts, and speaker notes
- .Export a presentation to another Microsoft Office program