



MICROSOFT POWERPOINT 2007 - EXAM 70-603 OBJECTIVES

1. **Creating and Formatting Presentations**

- 1.1 Create new presentations
- 1.2 Customize slide masters.
- 1.3 Add elements to slide masters
- 1.4 Create and change presentation elements
- 1.5 Arrange slides

2. **Creating and Formatting Slide Content**

- 2.1 Insert and format text boxes
- 2.2 Manipulate text
- 2.3 Add and link existing content to presentations
- 2.4 Apply, customize, modify, and remove Animations

3. **Working With Visual Content**

- 3.1 Create SmartArt diagrams
- 3.2 Modify SmartArt diagrams
- 3.3 Insert illustrations and shapes
- 3.4 Modify illustrations
- 3.5 Arrange illustrations and other content
- 3.6 Insert and modify charts
- 3.7 Insert and modify tables

4. **Collaborating on and Delivering Presentations**

- 4.1 Review presentations
- 4.2 Protect presentations.
- 4.3 Secure and Share Presentations
- 4.4 Prepare printed materials
- 4.5 Prepare for and rehearse presentation delivery