

PowerPoint 2007

Microsoft Certified Application Specialist Exam Objectives Map

This document lists all Microsoft Certified Application Specialist exam objectives for PowerPoint 2007 (Exam 77-603) and provides references to corresponding coverage in ILT Series courseware.

1 Creating and Formatting Presentations

Objective	Course level	Conceptual information	Supporting activities
1.1 Create new presentations			
1.1.1 Create presentations from blank presentations	Basic	Unit 2, Topic A	A-2
1.1.2 Create presentations from templates	Basic	Unit 7, Topic A	A-1
1.1.3 Create presentations from existing presentations	Basic	Unit 2, Topic A	A-1
1.1.4 Create presentations from Microsoft Office Word 2007 outlines	Advanced	Unit 6, Topic A	A-1
1.2 Customize slide masters			
1.2.1 Apply themes to slide masters	Basic	Unit 7, Topic B	B-5
1.2.2 Format slide master backgrounds			
• Add background graphics to slide masters	Basic	Unit 7, Topic B	B-6
• Apply Quick Styles to backgrounds	Basic	Unit 7, Topic B	B-6
• Change font theme	Basic	Unit 7, Topic B	B-3
1.3 Add elements to slide masters			
• Add slide numbers	Basic	Unit 7, Topic B	B-2
• Add footers	Basic	Unit 7, Topic B	B-2
• Add headers	Basic	Unit 7, Topic B Unit 7, Topic D	B-2 D-2
• Add placeholders	Basic	Unit 7, Topic B	B-8
• Add graphic elements	Basic	Unit 7, Topic B	B-3
• Add date and time	Basic	Unit 7, Topic B	B-2
• Set date and time to update automatically	Basic	Unit 7, Topic B	B-2
1.4 Create and change presentation elements			
1.4.1 Change presentation orientation	Basic	Unit 8, Topic C	C-2
1.4.2 Add, change and remove transitions between slides at the presentation level	Basic	Unit 7, Topic C	C-2
1.4.3 Set slide size	Basic	Unit 8, Topic C	C-2

Objective	Course level	Conceptual information	Supporting activities
1.5 Arrange slides			
• Insert or delete slides	Basic	Unit 2, Topic A Unit 2, Topic C	A-4, C-3
• Use the slide sorter to organize slides	Basic	Unit 2, Topic C	C-2, C-3
• Arrange slides by cutting, pasting, and dragging in normal view	Basic	Unit 2, Topic C	C-1

2 Creating and Formatting Slide Content

Objective	Course level	Conceptual information	Supporting activities
2.1 Insert and format text boxes			
2.1.1 Insert and delete text boxes	Basic	Unit 4, Topic C	C-3
2.1.2 Size text boxes	Basic	Unit 4, Topic C	C-3
2.1.3 Format text boxes			
• Select fill	Basic	Unit 4, Topic C	C-4
• Select border	Basic	Unit 4, Topic C	C-4
• Select effects	Basic	Unit 4, Topic C	C-4
2.1.4 Select text orientation and alignment			
• Set text direction	Basic	Unit 4, Topic C	C-3
• Set text alignment	Basic	Unit 4, Topic C	C-4
2.1.5 Set margins	Basic	Unit 4, Topic C	C-4
2.1.6 Create columns in text boxes	Basic	Unit 4, Topic C	C-4
2.2 Manipulate text			
2.2.1 Cut, copy and paste text			
• Move text using drag and drop	Basic	Unit 3, Topic B	B-2
• Copy and paste text	Basic	Unit 3, Topic B	B-3
• Cut and paste text	Basic	Unit 3, Topic B	B-2
• Cut and paste special	Basic	Unit 3, Topic B	B-2
2.2.2 Apply Quick Styles from the Style Gallery	Basic	Unit 5, Topic A	A-2
2.2.3 Format font attributes			
• Change text size	Basic	Unit 3, Topic A	A-2
• Change text font	Basic	Unit 3, Topic A	A-2
• Change text color	Basic	Unit 3, Topic A	A-2
• Apply text such as bold, italic, underline, and shadow	Basic	Unit 3, Topic A	A-1
2.2.4 Use the Format Painter to format text	Basic	Unit 3, Topic A	A-3

Objective	Course level	Conceptual information	Supporting activities
2.2.5 Create and format bulleted and numbered lists			
• Add bullets	Basic	Unit 4, Topic C	C-4
• Add numbered lists	Basic	Unit 3, Topic A	A-5
• Format bullets	Basic	Unit 3, Topic A	A-4
• Format numbered lists	Basic	Unit 3, Topic A	A-5
• Promote and demote bullets and numbering	Basic	Unit 3, Topic A	A-4
2.2.6 Format paragraphs			
• Align text	Basic	Unit 3, Topic C	C-1
• Change line spacing	Basic	Unit 3, Topic C	C-1
• Change indentation	Basic	Unit 3, Topic C	C-1
2.2.7 Insert and modify WordArt			
• Create and format WordArt	Basic	Unit 5, Topic A	A-1, A-2
• Apply Quick Styles to WordArt	Basic	Unit 5, Topic A	A-2
• Change WordArt shape	Basic	Unit 5, Topic A	A-1
2.3 Add and link existing content to presentations			
2.3.1 Reuse slides from an existing presentation			
• Apply current slide masters to content	Basic	Unit 2, Topic D	D-1
2.3.2 Copy elements from one slide to another			
• Copy elements within presentations	Basic	Unit 3, Topic B	B-3
• Copy elements between presentations	Basic	Unit 3, Topic B	B-3
2.3.3 Insert hyperlinks	Advanced	Unit 6, Topic C	C-1
2.3.4 Insert media clips			
• Movies	Advanced	Unit 2, Topic B	B-1
• Sounds	Advanced	Unit 2, Topic B	B-2
2.4 Apply, customize, modify and remove animations			
2.4.1 Apply built-in animations	Advanced	Unit 2, Topic C	C-1
2.4.2 Modify animations			
• Remove animations	Advanced	Unit 2, Topic C	C-1
• Change animations	Advanced	Unit 2, Topic C	C-1
2.4.3 Create custom animations			
• Insert entrance effects	Advanced	Unit 2, Topic C	C-1
• Insert emphasis effects	Advanced	Unit 2, Topic C	C-1
• Insert exit effects	Advanced	Unit 2, Topic C	C-1
• Change effect speeds	Advanced	Unit 2, Topic C	C-1
• Change start settings	Advanced	Unit 2, Topic C	C-1

3 Working with Visual Content

Objective	Course level	Conceptual information	Supporting activities
3.1 Create SmartArt diagrams			
3.1.1 Create a SmartArt diagram			
• Relationship	Advanced	Unit 3, Topic A	A-2
• Workflow	Advanced	Unit 3, Topic A	A-1
• Cycle	Advanced	Unit 3, Topic A	A-1
• Hierarchy	Basic	Unit 6, Topic C	C-1
3.1.2 Create SmartArt diagrams from bullet points	Advanced	Unit 3, Topic A	A-1
3.2 Modify SmartArt diagrams			
3.2.1 Add text to SmartArt diagrams	Basic	Unit 6, Topic C	C-1
3.2.2 Change theme colors	Basic	Unit 6, Topic C	C-2
3.2.3 Add effects using Quick Styles	Basic	Unit 6, Topic C	C-2
3.2.4 Change the layout of diagrams	Basic	Unit 6, Topic C	C-2
3.2.5 Change the orientation of charts	Basic	Unit 6, Topic C	C-2
3.2.6 Add or remove shapes within SmartArt	Basic	Unit 6, Topic C	C-2
3.2.7 Change diagram types	Advanced	Unit 3, Topic A	A-1
3.3 Insert illustrations and shapes			
3.3.1 Insert pictures from file	Basic	Unit 5, Topic B	B-1
3.3.2 Insert shapes			
• Line	Basic	Unit 4, Topic A	A-1
• Polygon	Basic	Unit 4, Topic A	A-1
• Arrow	Basic	Unit 4, Topic A	A-1
3.3.3 Insert clip art	Basic	Unit 5, Topic C	C-1, C-2
3.3.4 Add text to shapes	Basic	Unit 4, Topic C	C-1
3.4 Modify illustrations			
3.4.1 Apply Quick Styles to shapes and pictures			
• Apply fill to shapes	Basic	Unit 4, Topic B	B-1
• Remove borders from shapes	Basic	Unit 4, Topic B	B-1
3.4.2 Add, change and remove illustration effects			
• Remove background (transparencies)	Basic	Unit 5, Topic B	B-2
• Modify brightness and contrast	Basic	Unit 5, Topic B	B-2

Objective	Course level	Conceptual information	Supporting activities
3.5 Arrange illustrations and other content			
3.5.1 Size, scale, and rotate illustrations and other content			
• Adjust size	Basic	Unit 4, Topic B	B-3
• Adjust scale	Basic	Unit 4, Topic B	B-3
• Adjust rotation	Basic	Unit 4, Topic B	B-4
3.5.2 Order illustrations and other content			
• Bring to front and send to back	Basic	Unit 5, Topic B	B-3
3.5.3 Group and align illustrations and other content	Basic	Unit 4, Topic B Unit 5, Topic B	B-5 B-3
3.5.4 Use gridlines and guides to arrange illustrations and other content	Basic	Unit 4, Topic B	B-5
3.6 Insert and modify charts			
3.6.1 Insert charts	Basic	Unit 6, Topic B	B-1
3.6.2 Change chart types	Basic	Unit 6, Topic B	B-2
3.6.3 Format fill and other effects	Basic	Unit 6, Topic B	B-3
3.6.4 Add chart elements			
• Legend	Basic	Unit 6, Topic B	B-3
• Title	Basic	Unit 6, Topic B	B-3
3.7 Insert and modify tables			
3.7.1 Insert tables in a slide	Basic	Unit 6, Topic A	A-1
3.7.2 Apply Quick Styles to tables	Basic	Unit 6, Topic A	A-3
3.7.3 Change alignment and orientation of table text	Basic	Unit 6, Topic A	A-3
3.7.4 Add images to tables	Basic	Unit 6, Topic A	A-4

4 Collaborating on and Delivering Presentations

Objective	Course level	Conceptual information	Supporting activities
4.1 Review presentations			
4.1.1 Insert, delete and modify comments	Advanced	Unit 5, Topic A	A-1, A-2
4.1.2 Show and hide markup	Advanced	Unit 5, Topic A	A-1
4.2 Protect presentations			
4.2.1 Add digital signatures to presentations			
• Add a digital signature	Advanced	Unit 5, Topic B	B-2
• Set passwords on presentations	Advanced	Unit 5, Topic B	B-3
4.3 Secure and Share Presentations			
4.3.1 Identify presentation features not supported by previous versions	Advanced	Unit 5, Topic B	B-1
4.3.2 Remove inappropriate information using Document Inspector	Advanced	Unit 5, Topic B	B-1
4.3.3 Restrict permissions to a document using Information Rights Management (IRM)	Advanced	Unit 5, Topic B	
4.3.4 Mark presentations as final	Advanced	Unit 5, Topic B	B-1
4.3.5 Compress images	Advanced	Unit 5, Topic C	C-4
4.3.6 Save presentations as appropriate file types			
• Save files in .pps format so they open as a slide show	Advanced	Unit 5, Topic C	C-4
• Save presentations for Web viewing (.html format)	Advanced	Unit 5, Topic D	D-1
• Save slides as images (.jpg, .gif, .tif, etc.)	Advanced	Unit 5, Topic C	C-3
4.4 Prepare printed materials			
4.4.1 Customize handout masters			
• Add headers, footers, and page numbers	Basic	Unit 7, Topic D	D-2
• Apply Quick Styles to handout masters	Basic	Unit 7, Topic B	B-10
4.4.2 Print a presentation in various formats			
• Slides	Basic	Unit 8, Topic C	C-3, C-4
• Handouts	Basic	Unit 8, Topic C	C-5
• Outlines	Basic	Unit 8, Topic C	C-5
• Notes	Basic	Unit 8, Topic C	C-5

Objective	Course level	Conceptual information	Supporting activities
4.5 Prepare for and rehearse presentation delivery			
4.5.1 Show only specific slides in presentations			
• Hide specific slides	Basic	Unit 8, Topic B	B-2
• Create custom slide shows	Advanced	Unit 4, Topic B	B-1
4.5.2 Rehearse and time the delivery of a presentation	Basic	Unit 7, Topic C	C-4
4.5.3 Use presentation tools			
• Use a pen and highlighter, add annotations, etc.	Basic	Unit 7, Topic E	E-1
• Navigate to specific slides	Basic	Unit 7, Topic E	E-1
4.5.4 Package presentations for a CD	Advanced	Unit 5, Topic C	C-1
4.5.5 Set slide show options			
• Set presentations to loop continuously	Basic	Unit 7, Topic E	E-2
• Show presentation with or without narration	Basic	Unit 7, Topic E	E-1
• Select presentation resolution	Basic	Unit 7, Topic E	E-1