

Appendix A

MOS exam objectives map

This appendix provides the following information:

- A** MOS 77-422 exam objectives for PowerPoint 2013 with references to corresponding coverage in ILT Series courseware.

Topic A: MOS exam objectives

Explanation

The following table lists the Microsoft Office Specialist (MOS) 77-422 exam objectives for PowerPoint 2013 and indicates where each objective is covered in conceptual explanations, hands-on activities, or both.

#	Objective	Course level	Conceptual information	Supporting activities
1.0	Create and Manage Presentations			
1.1	Create a Presentation			
1.1.1	Create blank presentations	Basic	Unit 2, Topic A	A-1
1.1.2	Create presentations use templates	Basic	Unit 2, Topic C	C-1
1.1.3	Import text files into presentations	Advanced	Unit 5, Topic A	A-1
1.1.4	Import Word document outlines into presentations	Advanced	Unit 5, Topic A	A-1
1.2	Format a Presentation Using Slide Masters			
1.2.1	Apply a slide master	Advanced	Unit 1, Topic A	A-6
1.2.2	Add new layouts	Advanced	Unit 1, Topic A	A-6
1.2.3	Modify existing layouts	Advanced	Unit 1, Topic A	A-3
1.2.4	Add background images	Advanced	Unit 1, Topic A	A-3
1.2.5	Control page numbers	Advanced	Unit 1, Topic A	A-2
1.2.6	Insert headers and footers	Advanced	Unit 1, Topic A	A-1
1.2.7	Modify presentation themes	Advanced	Unit 7, Topic B	B-1
1.3	Customize Presentation Options and Views			
1.3.1	Change page setup options	Basic	Unit 7, Topic C	C-2
1.3.2	Change to view in color/grayscale	Basic	Unit 7, Topic C	C-1
1.3.3	Demonstrate how to use views to navigate through presentations	Basic	Unit 1, Topic A	A-3
1.3.4	Modify presentation properties	Advanced	Unit 6, Topic A	
1.4	Configure Presentations to Print or Save			
1.4.1	Set handout print options	Basic	Unit 7, Topic C	C-5
1.4.2	Print selections from presentations	Basic	Unit 7, Topic C	C-4
1.4.3	Package presentations for CD	Advanced	Unit 6, Topic B	B-2
1.4.4	Save presentations as web pages	Advanced	Unit 6, Topic B	

#	Objective	Course level	Conceptual information	Supporting activities
1.4	Configure Presentations to Print or Save (continued)			
1.4.5	Print presentations in grayscale	Basic	Unit 7, Topic C	C-3
1.4.6	Print speaker notes	Basic	Unit 7, Topic C	C-5
1.4.7	Maintain backward compatibility	Basic	Unit 2, Topic A	A-5
1.5	Configure and Present Slideshows			
1.5.1	Create custom slideshows	Advanced	Unit 1, Topic C	C-3
1.5.2	Configure slideshow options	Advanced	Unit 1, Topic C	C-1
1.5.3	Rehearse timing	Advanced	Unit 1, Topic B	B-4
1.5.4	Configure slideshow resolution	Advanced	Unit 1, Topic C	
1.5.5	Demonstrate how to use Presenter View	Basic	Unit 7, Topic B	B-4
1.5.6	Navigate within slideshows	Basic	Unit 1, Topic A	A-1
1.5.7	Annotate slideshows	Basic	Unit 7, Topic B	B-3
2.0	Insert and Format Shapes and Slides			
2.1	Insert and Format Slides			
2.1.1	Add slides layouts	Basic	Unit 2, Topic A	A-1
2.1.2	Duplicate existing slides	Basic	Unit 2, Topic B	B-3
2.1.3	Hide slides	Basic	Unit 7, Topic B	B-2
2.1.4	Delete slides	Basic	Unit 2, Topic B	B-3
2.1.5	Modify slide backgrounds	Advanced	Unit 7, Topic B	B-1
2.1.6	Apply styles to slides	Advanced	Unit 5, Topic A	A-1
2.2	Insert and Format Shapes			
2.2.1	Modify shape backgrounds	Basic	Unit 4, Topic B	B-1
2.2.2	Apply borders to shapes	Basic	Unit 4, Topic B	B-1
2.2.3	Resize shapes	Basic	Unit 4, Topic B	B-3
2.2.4	Insert shapes	Basic	Unit 4, Topic B	B-1
2.2.5	Create custom shapes	Basic	Unit 4, Topic A	A-2
2.2.6	Apply styles to shapes	Basic	Unit 4, Topic B	B-1

#	Objective	Course level	Conceptual information	Supporting activities
2.3	Order and Group Shapes and Slides			
2.3.1	Insert section headers	Advanced	Unit 1, Topic A	A-9
2.3.2	Modify slide order	Basic	Unit 2, Topic B	B-1
2.3.3	Align and group shapes	Basic	Unit 4, Topic B	B-2
2.3.4	Display gridlines	Basic	Unit 4, Topic B	B-5
3.0	Create Slide Content			
3.1	Insert and Format Text			
3.1.1	Change text to WordArt	Basic	Unit 5, Topic A	A-1
3.1.2	Create multiple columns in a single shape	Basic	Unit 4, Topic C	C-4
3.1.3	Insert hyperlinks	Advanced	Unit 5, Topic B	B-4
3.1.4	Apply formatting and styles to text	Basic	Unit 3, Topic A	A-1
3.1.5	Create bulleted and numbered lists	Basic	Unit 2, Topic A	A-3
3.2	Insert and Format Tables			
3.2.1	Create new tables	Basic	Unit 6, Topic A	A-1
3.2.2	Modify number of rows and columns	Basic	Unit 6, Topic A	A-1
3.2.3	Apply table styles	Advanced	Unit 3, Topic B	B-3
3.2.4	Import tables from external sources	Advanced	Unit 5, Topic B	B-1
3.3	Insert and Format Charts			
3.3.1	Create and modify chart styles	Basic	Unit 6, Topic B	B-2
3.3.2	Insert charts	Basic	Unit 6, Topic B	B-1
3.3.3	Modify chart type	Basic	Unit 6, Topic B	B-2
3.3.4	Add legends to charts	Basic	Unit 6, Topic B	B-3
3.3.5	Modify chart parameters	Advanced	Unit 3, Topic C	C-1
3.3.6	Import charts from external sources	Advanced	Unit 3, Topic C	

#	Objective	Course level	Conceptual information	Supporting activities
3.4	Insert and Format SmartArt			
3.4.1	Add shapes to SmartArt	Basic	Unit 6, Topic C	C-2
3.4.2	Change color of SmartArt	Basic	Unit 6, Topic C	C-2
3.4.3	Move text within SmartArt shapes	Basic	Unit 6, Topic C	C-2
3.4.4	Reverse direction	Basic	Unit 6, Topic C	C-2
3.4.5	Convert lists to SmartArt	Advanced	Unit 3, Topic A	A-1
3.5	Insert and Format Images			
3.5.1	Resize images	Advanced	Unit 2, Topic A	A-3
3.5.2	Crop images	Advanced	Unit 2, Topic A	A-1
3.5.3	Apply effects	Advanced	Unit 2, Topic A	A-2
3.5.4	Apply styles	Basic	Unit 5, Topic A	B-2
3.6	Insert and Format Media			
3.6.1	Adjust media window size	Advanced	Unit 2, Topic B	B-1
3.6.2	Trim timing on media clips	Advanced	Unit 2, Topic B	B-3
3.6.3	Set start/stop times	Advanced	Unit 2, Topic B	B-4
3.6.4	Set media options	Advanced	Unit 2, Topic B	B-2, B-3, B-4
3.6.5	Link to external media	Advanced	Unit 2, Topic B	
4.0	Apply Transitions and Animations			
4.1	Apply Transitioning between Slides			
4.1.1	Insert transitions between slides	Advanced	Unit 1, Topic B	B-1
4.1.2	Manage multiple transitions	Advanced	Unit 1, Topic B	B-1
4.1.3	Modify transition effect options	Advanced	Unit 1, Topic B	B-1
4.2	Animate Slide Content			
4.2.1	Apply animations to shapes	Advanced	Unit 2, Topic C	C-1
4.2.2	Apply animations to text strings	Advanced	Unit 2, Topic C	C-1
4.2.3	Add paths to animations	Advanced	Unit 2, Topic C	
4.2.4	Modify animation options	Advanced	Unit 2, Topic C	C-1

#	Objective	Course level	Conceptual information	Supporting activities
4.3	Set Timing for Transitions and Animations			
4.3.1	Modify duration of effects	Advanced	Unit 1, Topic B	B-1
4.3.2	Configure start and finish options	Advanced	Unit 1, Topic B	B-3
4.3.3	Reorder animations	Advanced	Unit 2, Topic C	C-1
4.3.4	Demonstrate how to use the Animation Pane	Advanced	Unit 2, Topic C	C-1
5.0	Manage Multiple Presentations			
5.1	Merge Content from Multiple Presentations			
5.1.1	Merge multiple presentations	Advanced	Unit 6, Topic A	A-5
5.1.2	Reuse slides from other presentations	Basic	Unit 2, Topic B	B-4
5.1.3	View multiple presentations	Advanced	Unit 6, Topic A	A-5
5.2	Track Changes and Resolve Differences			
5.2.1	Set track changes	Advanced	Unit 6, Topic A	A-5
5.2.2	Modify options for track changes	Advanced	Unit 6, Topic A	
5.2.3	Discard changes from specific users	Advanced	Unit 6, Topic A	A-5
5.2.4	Manage comments	Advanced	Unit 6, Topic A	A-1
5.3	Protect and Share Presentations			
5.3.1	Encrypt presentations with a password	Advanced	Unit 6, Topic A	A-4
5.3.2	Proof presentations	Basic	Unit 7, Topic A	A-1
5.3.3	Mark as final	Advanced	Unit 6, Topic A	A-3
5.3.4	Compress media	Advanced	Unit 2, Topic B	B-3
5.3.5	Embed fonts	Advanced	Unit 6, Topic B	B-2
5.3.6	Restrict permissions	Advanced	Unit 6, Topic A	
5.3.7	Remove presentation metadata	Advanced	Unit 6, Topic A	A-3
5.3.8	Check for accessibility issues	Advanced	Unit 6, Topic A	A-3
5.3.9	Check for compatibility issues	Advanced	Unit 6, Topic A	A-3