

Exam 77-422

PowerPoint 2013

Create and manage presentations

- Create a presentation
 - Create blank presentations, create presentations using templates, import text files into presentations, import Word document outlines into presentations
 - Format a presentation using slide masters
 - Apply a slide master, add new layouts, modify existing layouts, add background images, control page numbers, insert headers and footers, modify presentation themes
 - Customize presentation options and views
 - Change page setup options, change to view in color/grayscale, use views to navigate through presentations, modify presentation properties
 - Configure presentations to print or save
 - Set handout print options, print selections from presentations, package presentations for CD, save presentations as webpages, print presentations in grayscale, print speaker notes, maintain backward compatibility
 - Configure and present slideshows
 - Create custom slideshows, configure slideshow options, rehearse timing, configure slideshow resolution, use Presenter View, navigate within slideshows, annotate slideshows
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Insert and format shapes and slides

- Insert and format slides
 - Add slide layouts, duplicate existing slides, hide slides, delete slides, modify slide backgrounds, apply styles to slides
 - Insert and format shapes
 - Modify shape backgrounds, apply borders to shapes, resize shapes, insert shapes, create custom shapes, apply styles to shapes
 - Order and group shapes and slides
 - Insert section headers, modify slide order, align and group shapes, display gridlines
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Create slide content

- Insert and format text
 - Change text to WordArt, create multiple columns in a single shape, insert hyperlinks, apply formatting and styles to text, create bulleted and numbered lists
- Insert and format tables
 - Create new tables, modify number of rows and columns, apply table styles, import tables from external sources
- Insert and format charts
 - Create and modify chart styles, insert charts, modify chart type, add legends to charts, modify chart parameters, import charts from external sources
- Insert and format SmartArt

- Add shapes to SmartArt, change color of SmartArt, move text within SmartArt shapes, reverse direction, convert lists to SmartArt
 - Insert and format images
 - Resize images, crop images, apply effects, apply styles
 - Insert and format media
 - Adjust media window size, trim timing on media clips, set start/stop times, set media options, link to external media
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Apply transitions and animations

- Apply transitions between slides
 - Insert transitions between slides, manage multiple transitions, modify transition effect options
 - Animate slide content
 - Apply animations to shapes, apply animations to text strings, add paths to animations, modify animation options
 - Set timing for transitions and animations
 - Modify duration of effects, configure start and finish options, reorder animations, use the Animation pane
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Manage multiple presentations

- Merge content from multiple presentations
 - Merge multiple presentations, reuse slides from other presentations, view multiple presentations
- Track changes and resolve differences
 - Set track changes, modify options for track changes, discard changes from specific users, manage comments
- Protect and share presentations
 - Encrypt presentations with a password, proof presentations, mark as final, compress media, embed fonts, restrict permissions, remove presentation metadata, check for accessibility issues, check for compatibility issues