



Microsoft Office Specialist: PowerPoint 2016 Exam Syllabus

1. Create and Manage Presentations

- 1.1. Create a Presentation**
- 1.2. Insert and Format Slides**
- 1.3. Modify Slides, Handouts, and Notes**
- 1.4. Change Presentation Options and Views**
- 1.5. Configure a Presentation for Print**
- 1.6. Configure and Present a Slide Show**

2. Insert and Format Text, Shapes, and Images

- 2.1. Insert and Format Text**
- 2.2. Insert and Format Shapes and Text Boxes**
- 2.3. Insert and Format Images**
- 2.4. Order and Group Objects**

3. Insert Tables, Charts, SmartArt, and Media

- 3.1. Insert and Format Tables**
- 3.2. Insert and Format Charts**
- 3.3. Insert and Format SmartArt graphics**
- 3.4. Insert and Manage Media**

4. Apply Transitions and Animations

- 4.1. Apply Slide Transitions**
- 4.2. Animate Slide Content**
- 4.3. Set Timing for Transitions and Animations**