

# **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