

MOS PowerPoint 2016 (Exam 77-729)

Objective Domain

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. Order and Group Slides.
- 1.5. Change Presentation Options and Views.
- 1.6. Configure a Presentation for Print.
- 1.7. 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.

5. Manage Multiple Presentations

- 5.1. Merge Content from Multiple Presentations.
- 5.2. Finalize Presentations.