



## **A-Certif Ltd**

### **Microsoft Office PowerPoint 2003**

#### **Microsoft Office Specialist Exam Skill Standards**

Exam skill standards are categories of examination tasks, identified by subject-matter experts, that certify an ability to productively use Microsoft Office programs. These categories are organized within skill sets representing the more basic functions of each Office program.

Exam skill standards and skill sets for the Microsoft Office PowerPoint 2003 exam are provided below to assist in your exam preparation. Training centers and courseware providers authorized by the Microsoft Office Specialist (Office Specialist) program tailor their instruction to these criteria.

#### **Creating Content**

- Create new presentations from templates
- Insert and edit text-based content
- Insert tables, charts and diagrams
- Insert pictures, shapes and graphics
- Insert objects

#### **Formatting Content**

- Format text-based content
- Format pictures, shapes and graphics
- Format slides
- Apply animation schemes
- Apply slide transitions
- Customize slide templates
- Work with masters

#### **Collaborating**

- Track, accept and reject changes in a presentation
- Add, edit and delete comments in a presentation
- Compare and merge presentations

#### **Managing and Delivering Presentations**

- Organize a presentation
- Set up slide shows for delivery
- Rehearse timing
- Deliver presentations
- Prepare presentations for remote delivery
- Save and publish presentations
- Print slides, outlines, handouts, and speaker notes
- Export a presentation to another Microsoft Office program