Microsoft Office Specialist Exam Skill Standards: PowerPoint 2003

Skill Sets	Exam Skill Standards
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