

Appendix A

Microsoft Office Specialist exam objectives map

This appendix provides the following information:

- A** Exam objectives for PowerPoint 2003 and references to corresponding material in Course ILT courseware.

Topic A: Comprehensive exam objectives

Explanation The following table lists the Microsoft Office Specialist exam objectives for PowerPoint 2003 and provides a reference to the location of both the conceptual material and the activities that teach each objective.

<i>Objective number</i>	Objective	Course level	Conceptual information	Supporting activities
PP03S-1-1	Creating presentations using automated tools (e.g., AutoContent Wizard)	Basic	Unit 2, Topic A, p 11	A-4
PP03S-1-1	Creating presentations using templates	Basic	Unit 7, Topic A, p 2	A-1
PP03S-1-2	Adding text to and deleting text from slides	Basic	Unit 2, Topic A, pp 5-9	A-2, A-3
PP03S-1-2	Checking spelling and grammar	Basic	Unit 8 Topic A, p 2	A-1
PP03S-1-2	Checking usage (e.g., Thesaurus)	Basic	Unit 8 Topic A, p 7	A-3
PP03S-1-2	Importing text from other sources	Advanced	Unit 7, Topic A, p 2 Unit 7, Topic B, p 9-10	A-1 B-2
PP03S-1-3	Creating tables, charts and diagrams	Basic	Unit 6, Topic A, p 2 Unit 6, Topic B, p 7 Unit 6, Topic C, pp 19-20	A-1 B-1 C-1
PP03S-1-4	Adding pictures, shapes and other graphics to slides (e.g., ClipArt, AutoShapes, WordArt)	Basic	Unit 4, Topic A, p 2 Unit 4, Topic B, p 12 Unit 5, Topic A, p 2 Unit 5, Topic B, p 7 Unit 5, Topic C, p 11	A-1 B-1 A-1 B-1 C-1
PP03S-1-5	Inserting objects (e.g., Excel charts, media clips, Paintbrush pictures)	Basic	Unit 6, Topic B, p 13 Unit 5, Topic C, p 10	B-3 C-1
		Advanced	Unit 2, Topic B, pp 10-12	B-1, B-2
PP03S-2-1	Modifying font typeface, style, color and size	Basic	Unit 3, Topic A, pp 2-4	A-1, A-2
PP03S-2-1	Aligning text	Basic	Unit 3, Topic C, p 23	C-3
PP03S-2-2	Changing the size and color of pictures, shapes and other graphics	Basic	Unit 4, Topic A, p 7 Unit 4, Topic B, p 14 Unit 4, Topic D, p 24 Unit 5, Topic A, p 2	A-3 B-2 D-1 A-1
PP03S-2-2	Aligning, connecting and rotating pictures, shapes and other graphics	Basic	Unit 4, Topic A, p 10	A-5
		Advanced	Unit 2, Topic A, p 8	A-3
PP03S-2-2	Adding effects to pictures, shapes and other graphics	Basic	Unit 5, Topic C, pp 13-14	C-2, C-3
		Advanced	Unit 2, Topic A, p 5	A-2

<i>Objective number</i>	Objective	Course level	Conceptual information	Supporting activities
PP03S-2-3	Customizing slide backgrounds	Advanced	Unit 1, Topic B, p 4	B-1
PP03S-2-3	Modifying slide layout	Basic	Unit 2, Topic A, p 6	A-3
PP03S-2-3	Applying design templates	Basic	Unit 7, Topic A, p 4	A-1
PP03S-2-3	Modifying page setup	Basic	Unit 8, Topic C, p 13	C-2
PP03S-2-4	Applying an animation scheme to a single slide, group of slides, or an entire presentation	Advanced	Unit 2, Topic C, p 16	C-3
PP03S-2-5	Applying transition effects to a single slide, group of slides, or an entire presentation	Basic	Unit 7, Topic C, pp 16-19	C-1, C-2, C-3
PP03S-2-6	Customizing templates	Advanced	Unit 1, Topic A, p 2	A-1
PP03S-2-7	Inserting content in headers and footers	Basic	Unit 7, Topic D, pp 26-28	D-2, D-3
		Advanced	Unit 1, Topic C, pp 8-10	C-1, C-2
PP03S-2-7	Creating and managing multiple masters	Basic	Unit 7, Topic B, pp 11-15	B-4, B-5, B-6
PP03S-2-7	Adding, deleting and modifying placeholders	Basic	Unit 2, Topic A, p 6-7	A-3
PP03S-3-1	Tracking, accepting, and rejecting changes in a presentation	Advanced	Unit 4, Topic C, p 12	C-3
PP03S-3-2	Adding, editing and deleting comments in a presentation	Advanced	Unit 4, Topic C, p 11	C-2
PP03S-3-3	Comparing and merging presentations	Advanced	Unit 4, Topic C, p 12	C-3
PP03S-4-1	Adding, deleting and rearranging slides	Basic	Unit 2, Topic A, p 6 Unit 2, Topic D, pp 21-24 Unit 2, Topic E, p 25	A-3 D-1, D-2, D-3 E-1
PP03S-4-1	Using normal, slide sorter, note pages and zoom views	Basic	Unit 1, Topic A, p 8 Unit 7, Topic D, p 24	A-3 D-1
PP03S-4-1	Adding hyperlinks to slides	Basic	Unit 8, Topic D, pp 22-24	D-2, D-3
PP03S-4-1	Setting grids and guides	Basic	Unit 4, Topic B, p 15	B-3
PP03S-4-2	Creating and editing custom shows	Advanced	Unit 4, Topic B, pp 6-7	B-1, B-2
PP03S-4-2	Adding and modifying Action buttons	Advanced	Unit 4, Topic A, pp 2-5	A-1, A-2
PP03S-4-2	Hiding slides	Basic	Unit 8, Topic B, p 11	B-2
PP03S-4-3	Rehearsing and saving timing of presentations	Basic	Unit 7, Topic C, p 22	C-5

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Objective number	Objective	Course level	Conceptual information	Supporting activities
PP03S-4-4	Navigating presentations in Slide Show view	Basic	Unit 1, Topic A, pp 2-3	A-1
PP03S-4-4	Using pens, highlighters, arrows and pointers for emphasis	Advanced	Unit 5, Topic D, p 16	D-2
PP03S-4-5	Packaging presentations to folders for storage on a Compact Disc (e.g., Package for CD)	Advanced	Unit 5, Topic C, p 13	C-3
PP03S-4-5	Scheduling and defining settings for Online Broadcasts	Advanced	Unit 5, Topic A, p 3	A-2
PP03S-4-6	Creating and using folders for presentation storage	Basic	Unit 2, Topic B, pp 13-15	B-1, B-2
		Advanced	Unit 5, Topic C, p 13	C-3
PP03S-4-6	Saving slides in different folders and with different file names	Basic	Unit 2, Topic B, pp 13-15	B-1, B-2
PP03S-4-6	Saving presentations as Web pages	Basic	Unit 8, Topic D, pp 20-21	D-1
PP03S-4-6	Publishing slides and presentations as Web pages and setting publishing options	Basic	Unit 8, Topic D, pp 20-21	D-1
PP03S-4-7	Printing slides, outlines, handouts and speaker notes	Basic	Unit 8, Topic C, p 17-18	C-5
PP03S-4-7	Previewing slides for printing and changing preview options	Basic	Unit 8, Topic C, p 12	C-1
PP03S-4-7	Modifying printing options	Basic	Unit 8, Topic C, pp 17-18	C-4, C-5
PP03S-4-8	Sending presentations to Microsoft Word	Advanced	Unit 7, Topic B, pp 12-13	B-4