The Microsoft Office Specialist Exam and This Text



This textbook has been certified and carries the ProCert Certified logo, distinguishing this courseware as a trusted and critical part of preparing for a certification exam. This solution meets all course objectives to prepare students to take the Microsoft Office Specialist (MOS) Core exam for this subject matter.

For more information on MOS certification, go to: certiport.pearsonvue.com/Certifications/Microsoft

ОВ	JECT	IVE	TEXT LOCATION			
1	Mana	ge Presentations				
1.1	Modify slide masters, handout masters, and note masters					
	1.1.1	Change the slide master theme or background	pp. 262–263 Changing a Slide Master Theme			
	1.1.2	Modify slide master content	p. 268 Modifying a Layout Master			
	1.1.3	Create slide layouts	pp. 265–268 Using Layout Masters			
	1.1.4	Modify slide layouts	p. 268 Modifying a Layout Master			
	1.1.5	Modify the handout master	pp. 64–65 Handout Masters			
	1.1.6	Modify the notes master	pp. 270–271 Modifying a Notes Master			
1.2	Change presentation options and views					
	1.2.1	Change slide size	pp. 21–22 Choosing Slide Sizes			
	1.2.2	Display presentations in different views	p. 31 Presenter View, pp. 47–48 The Outline Panel, and pp. 59–60 Using the Slide Sorter			
	1.2.3	Set basic file properties	pp. 326–328 Editing Document Properties			
1.3	Configure print settings for presentations					
	1.3.1	Print all or part of a presentation	pp. 62–64 Printing Your Presentation			
	1.3.2	Print notes pages	pp. 62–64 Printing Your Presentation			
	1.3.3	Print handouts	pp. 62–64 Printing Your Presentation			
	1.3.4	Print in color, grayscale, or black and white	pp. 62–64 Printing Your Presentation			
1.4	Configure and present slide shows					
	1.4.1	Create custom slide shows	pp. 28–30 Delivering the Slide Show			
	1.4.2	Configure slide show options	pp. 142–144 Create Slide Show Timings			
	1.4.3	Rehearse slide show timing	pp. 142–144 Create Slide Show Timings			
	1.4.4	Set up slide show recording options	pp. 136–138 Using Audio in Presentations <i>and</i> pp. 144–147 Using Video in Presentations			
	1.4.5	Present slide shows by using Presenter View	p. 31 Presenter View			
1.5	Prepare presentations for collaboration					
	1.5.1	Restrict editing	pp. 333–334 Protect a Presentation			
	1.5.2	Protect presentations by using passwords	pp. 333–334 Protect a Presentation			
	1.5.3	Inspect presentations for issues	pp. 328–329 Inspect a Presentation			
	1.5.4	Add and manage comments	pp. 292–297 Working with Comments			
	1.5.5	Preserve presentation content	pp. 333–334 Protect a Presentation			
	1.5.6	Export presentations to other formats	pp. 378–380 About File Formats through Opening Nonnative File Formats <i>and</i> pp. 384–385 Develop Your Skills P11-D2			

2	Manage Slides					
2.1	Insert	Insert slides				
	2.1.1	Import Word document outlines	pp. 385–388 Working with Word Integration			
	2.1.2	Insert slides from another presentation	p. 361 Inserting Slides from Another Presentation			
	2.1.3	Insert slides and select slide layouts	p. 23 Adding Slides <i>and</i> pp. 26–28 Choosing the Slide Layout			
	2.1.4	Insert Summary Zoom slides	p. 325 Summary Zoom			
	2.1.5	Duplicate slides	p. 23 Duplicating a Slide			
2.2	Modify slides					
	2.2.1	Hide and unhide slides	p. 31 Hide and Unhide Slides			
	2.2.2	Modify individual slide backgrounds	pp. 247–248 Changing a Slide Background			
	2.2.3	Insert slide headers, footers, and page numbers	pp. 66–67 Slide Footers			
2.3	Order	Order and group slides				
	2.3.1	Create sections	p. 60 Organizing with Sections			
	2.3.2	Modify slide order	pp. 59–60 Using the Slide Sorter			
	2.3.3	Rename sections	p. 60 Organizing with Sections			
3	Insert and Format Text, Shapes, and Images					
3.1	Formo	at Text				
	3.1.1	Apply built-in styles to text	pp. 242–243 Built-In Color Schemes			
	3.1.2	Format text in multiple columns	pp. 222–224 Customizing Tables			
	3.1.3	Create bulleted and numbered lists	pp. 23–26 Bulleted Lists			
3.2	Insert	Insert Links				
	3.2.1	Insert hyperlinks	pp. 319–321 Using Hyperlinks in Presentations			
	3.2.2	Insert Section Zoom links and Slide Zoom links	pp. 324–325 PowerPoint Zoom			
3.3	Insert and Format Images					
	3.3.1	Resize and crop images	pp. 95–96 Formatting Graphics <i>and</i> pp. 101–104 Shapes			
	3.3.2	Apply built-in styles and effects to images	p. 100 Artistic Effects			
	3.3.3	Insert screenshots and screen clippings	p. 101 Inserting a Screenshot			
3.4						
	3.4.1	Insert and change shapes	pp. 101–104 Shapes			
	3.4.2	Draw by using digital ink	pp. 335–337 Annotating with Pen Tools			
	3.4.3	Add text to shapes and text boxes	pp. 101–104 Shapes			
	3.4.4	Resize shapes and text boxes	pp. 101–104 Shapes			
	3.4.5	Format shapes and text boxes	pp. 101–104 Shapes			
	3.4.6	Apply built-in styles to shapes and text boxes	pp. 101–104 Shapes			
	3.4.7	Add alt text to graphic elements for accessibility	pp. 329–332 Accessibility			

3.5	Order	and group objects on slides				
5.5						
	3.5.1	Order shapes, images, and text boxes	p. 192 Reordering Shapes in SmartArt Graphics			
	3.5.2	Align shapes, images, and text boxes	p. 94 Alignment Commands			
	3.5.3	Group shapes and images	p. 95 Group Objects			
	3.5.4	Display alignment tools	p. 94 Alignment Commands			
4	Inser	Insert Tables, Charts SmartArt, 3D Models, and Media				
4.1	Insert and format tables					
	4.1.1	Create and insert tables	pp. 209–209 PowerPoint Tables			
	4.1.2	Insert and delete table rows and columns	pp. 215–216 Adding and Deleting Rows and Columns			
	4.1.3	Apply built-in table styles	pp. 222–224 Customizing Tables			
4.2		t and modify charts] FF			
	4.2.1	,	pp. 166–169 Inserting Charts			
	4.2.2	Modify charts	pp. 170–174 Modifying Charts			
4.3		t and format SmartArt graphics	FF. 170 17 17 IOSHIJING CHARCO			
1.5	4.3.1		pp. 184–187 Creating SmartArt Diagrams			
		Convert lists to SmartArt graphics	pp. 187–188 Converting Lists to SmartArt Graphics			
	4.3.3	Add and modify SmartArt graphic	pp. 189–191 Adding Elements to SmartArt			
		content	pp. 107 1717 loaning Eterments to Simulativite			
4.4	Insert and modify 3D models					
	4.4.1		pp. 90–92 Adding Icons and 3D Models			
	4.4.2	Modify 3D models	pp. 90–92 Adding Icons and 3D Models <i>and</i> p. 112 3D Animations			
4.5	Insert and manage multimedia					
	4.5.1	Insert audio and video dips	pp. 134–135 Working with Multimedia			
	4.5.2	Create and Insert screen recordings	p. 145 Using Screen Recordings			
	4.5.3	Configure media playback options	pp. 139–140 Configuring Audio Options <i>and</i> Configuring Audio Styles			
5	Appl	Apply Transitions and Animations				
5.1	Apply and configure slide transitions					
	5.1.1	Apply basic and 3D slide transitions	pp. 104–106 Working with Slide Transitions			
	5.1.2	Configure transition effects	pp. 104–106 Working with Slide Transitions			
5.2		ate slide content				
	5.2.1	Animate text and graphic elements	pp. 106–108 Using Slide Animation			
	5.2.2	Animate 3D models	p. 112 3D Animations			
	5.2.3	Configure animation effects	pp. 108–111 The Animation Pane			
	5.2.4	Configure animation paths	pp. 112–113 Motion Paths			
	5.2.5	Reorder animations on a slide	pp. 108–111 Reorder Animations on a Slide			
5.3		ming for transitions and animations	pp. 100 TIT Redicter / miniations on a state			
J.J	5.3.1	Set transition effect duration	pp. 104–106 Working with Slide Transitions			
	5.3.2	Configure transition start and finish options	pp. 104–106 Working with Slide Transitions			