Exam 77-729: Microsoft PowerPoint (Office 2016) – Skills Measured

NOTE: The bullets that appear below each of the skills measured are intended to illustrate how we are assessing that skill. This list is not definitive or exhaustive.

NOTE: In most cases, exams do NOT cover preview features, and some features will only be added to an exam when they are GA (General Availability).

Create and manage presentations (30-35%)

Create a presentation

- Create a new presentation, create a presentation based on a template, import Word document outlines

Insert and format slides

- Insert specific slide layouts; duplicate existing slides; hide and unhide slides; delete slides; apply a different slide layout; modify individual slide backgrounds; insert slide headers, footers, and page numbers

Modify slides, handouts, and notes

- Change the slide master theme or background, modify slide master content, create a slide layout, modify a slide layout, modify the handout master, modify the notes master

Order and group slides

- Create sections, modify slide order, rename sections

Change presentation options and views

- Change slide size, change views of a presentation, set file properties

Configure a presentation for print

- Print all or part of a presentation; print notes pages; print handouts; print in color, grayscale, or black and white

Configure and present a slide show

- Create custom slide shows, configure slide show options, rehearse slide show timing, present a slide show by using Presenter View

Insert and format text, shapes, and images (20-25%)

Insert and format text

- Insert text on a slide, apply formatting and styles to text, apply WordArt styles to text, format text in multiple columns, create bulleted and numbered lists, insert hyperlinks

Insert and format shapes and text boxes

- Insert or replace shapes, insert text boxes, resize shapes and text boxes, format shapes and text boxes, apply styles to shapes and text boxes

Insert and format images

- Insert images, resize and crop images, apply styles and effects

Order and group objects

- Order objects, align objects, group objects, display alignment tools

Insert tables, charts, SmartArt, and media (20-25%)

Insert and format tables

- Create a table, insert and delete table rows and columns, apply table styles, import a table

Insert and format charts

- Create a chart, import a chart, change the Chart Type, add a legend to a chart, change the chart style of a chart

Insert and format SmartArt graphics

- Create SmartArt graphics, convert lists to SmartArt graphics, add shapes to SmartArt graphics, reorder shapes in SmartArt graphics, change the color of SmartArt graphics

Insert and manage media

- Insert audio and video clips, configure media playback options, adjust media window size, set the video start and stop time, set media timing options

Apply transitions and animations (10-15%)

Apply slide transitions

- Insert slide transitions, set transition effect options

Animate slide content

- Apply animations to objects, apply animations to text, set animation effect options, set animation paths

Set timing for transitions and animations

- Set transition effect duration, configure transition start and finish options, reorder animations on a slide

Manage multiple presentations (5-10%)

Merge content from multiple presentations

- Insert slides from another presentation, compare two presentations, insert comments, review comments

Finalize presentations

- Protect a presentation, inspect a presentation, proof a presentation, preserve presentation content, export presentations to other formats