



PREPARATION FOR THE POWERPOINT MS OFFICE SPECIALIST CERTIFICATION EXAM (77-422)

Course Overview These courses provide trainees with the basic through advance skills to create, manage, edit and maintain presentations using MS PowerPoint. These courses will also prepare trainees for the PowerPoint Microsoft Office Specialist certification exam.

PowerPoint Basic Level	PowerPoint Adv. Level
<ul style="list-style-type: none"> · Formatting features to a presentation · Steps to insert &format various objects · Create & modify a photo album · Implement animations in a presentation · Insert & manage audio & video basics · Work with transitions · Collaborate and revise a presentation · Enhancing Presentations · Animations & Media · Finalizing a Presentation 	<ul style="list-style-type: none"> · Customized transitions & animations. · Steps to insert and modify charts · Create a consistent presentation look · Ways to share presentations · Ways to protect a presentation · Present online & use presenter tools · Advanced Slide Show Tools · Sharing, Printing, Protecting & · Delivery Presentation in PowerPoint

What is Included

We are committed to providing quality training and support. Our training includes the following:

- **One Year Access-** All trainees will have 1year 24/7 access to training portal
- **Textbook(s) and authors:** Access to the online certification reference manuals
- **E-Reference Library-** One year 24/7 access to E-Reference library. This library will allow trainees to have access to additional reading books and materials in a variety of subject matters.
- **Exercises:** A series of exercises that will assess your comprehension and application of the principles covered in the course. Once you answer the assignment questions, you may compare your answers to the answer key and review any incorrect question subjects.
- **Lesson Quizzes/Tests:** Upon completion of each lesson and exercises, there is a lesson Quiz. These quizzes will assess your comprehension of the concepts covered within the lesson presentations. The grade achieved on these quizzes will be saved in your training portal so that you can track your progress as you take the course.
- **Final Exam:** Upon completion of all the activities in the course, there is a final exam. The exam will focus on all the material covered throughout the course, including reading assignments. The results achieved on the final exam will be saved in the grade section of your training portal for your review.
- **Exam Prep** To test your knowledge on the skills and competencies being measured by the vendor certification exam. Test Prep can be taken in either Study or Certification mode.
 - **Study Mode** is designed to maximize learning by not only testing your knowledge of the material, but also by providing additional information on the topics presented.
 - **Certification Mode** is designed to test your knowledge of the material within a structured testing environment, providing valuable feedback at the end of the test.
- **Technical Support** You will also have access to Instructional and Technical Support. Support may be reached as follows:
 - **Chat:** clicking the icon in the online classroom entitled, 'Connect with Support.' A help desk specialist is available Monday-Saturday via instantaneous chat mode.
 - o Monday-Thursday 8am-11pm
 - o Friday 8am-6pm
 - o Saturday 11am-6pm
 - **E-Mail:** During those hours when online support is not available, instructional support will contact you within 24 business hours.

CALL TO SCHEDULE YOU COMPLEMENTARY

CERT COACHING SESSION 866-700-3636

**REGULAR PRICE FOR ALL COURSES PURCHASED SEPARATLY \$1,200.00
PACKAGE DISCOUNT RATE \$999.00**