



Preparation for part of the Microsoft Office Specialist

(77-422) certification exam.

Course Overview: This course will provide you with all the tools necessary to create and present engaging and effective presentations. As an advanced user, you can take advantage of features that allow you to customize your animations to create just the right effect. PowerPoint has tools for getting your animations to move at the right speed and in the right order using custom animation effects and motion paths. You'll learn how to merge shapes, add shape effects and how to use pictures and shapes as links to other pages in the presentation, or to pages on the Internet. This course also explores various ways of incorporating and modifying charts to create professional and effective presentations. You'll learn how to create consistent looking presentations using tools like Smart Guides and Master Level Guides to align objects across all slides. An alternative to sharing a presentation with other team members is to share or send the presentation as an e-mail attachment, send it by instant message, or save it to your SkyDrive Account or to Office 365 Share Point. You can also export your presentation by creating a video, creating handouts, or packaging the presentation on a CD. You will explore the different methods of printing, protecting, and delivering presentations including how to use PowerPoint 2013 Presenter View, which includes tools such as highlighters and laser pointers, and how to present online using Microsoft Lync and Office Presentation Service.

Expected Learning Outcomes: Upon completion of the course, students are expected to be able to:

1. Work with various Slide Show Tools
2. Apply various and customized transitions and animations
3. Sequence the steps to insert and modify charts.
4. Create a consistent look throughout a presentation.
5. Understand the various ways to share presentations.
6. Explain the ways to protect a presentation.
7. Know how to present online and use presenter tools
8. Create presentation handout for a given scenario

Topics

- Advanced Slide Show Tools in PowerPoint:
- Create custom animations
- Modify presentation objects to suit your purpose
- Add charts to presentations
- Modify the look of a chart
- Maintain a consistent look and feel across slides
- Sharing, Printing, Protecting and Delivery Presentation in PowerPoint
- Use the PowerPoint Web App to work on presentations online
- Create appropriate printouts in a given scenario
- Finalize and protect a presentation
- Create presentations from Word outlines and create custom slide shows
- Use presenter tools and present a presentation online

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