

Exam 70-603:
Using Microsoft® Office
PowerPoint® 2007

1. Creating and Formatting Presentations

- 1.1. Create new presentations
- 1.2. Customize slide masters.
- 1.3. Add elements to slide masters
- 1.4. Create and change presentation elements
- 1.5. Arrange slides

2. Creating and Formatting Slide Content

- 2.1. Insert and format text boxes.
- 2.2. Manipulate text.
- 2.3. Add and link existing content to presentations
- 2.4. Apply, customize, modify, and remove animations

3. Working With Visual Content

- 3.1. Create SmartArt diagrams
- 3.2. Modify SmartArt diagrams.
- 3.3. Insert illustrations and shapes.
- 3.4. Modify illustrations
- 3.5. Arrange illustrations and other content
- 3.6. Insert and modify charts
- 3.7. Insert and modify tables

4. Collaborating on and Delivering Presentations

- 4.1. Review presentations
- 4.2. Protect presentations.
- 4.3. Secure and Share Presentations
- 4.4. Prepare printed materials
- 4.5. Prepare for and rehearse presentation delivery