

CLASS NUMBER AND NAME:	CMN320D—POWERPOINT CERTIFICATION PREPARATION 2013
TOTAL CLOCK HOURS:	24 Hours/1 Unit
PREREQUISITE:	CMN310P—Comprehensive PowerPoint or concurrent enrollment
TEXT AND MATERIALS:	GMetrix access code and MOS certification exam voucher
CLASS DESCRIPTION:	This class utilizes software training and practice tests for certification preparation for PowerPoint. Certification testing is included in this class.
CLASS OBJECTIVES:	The student will review the concepts and techniques learned in PowerPoint to obtain Microsoft certification.
CLASS FORMAT OVERVIEW:	This class is a lab. Lab time is spent using practice software and testing to prepare for certification.
REQUIREMENTS:	Time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the material and ¼ hour outside of class for each hour of structured lab time.
ATTENDANCE:	<p>This course is a lab class and attendance is required.</p> <p>Students are required to maintain a minimum of 80 percent attendance and complete and print tests on a regular basis. After three practice tests are completed at the 85 percent accuracy level and the student has a thorough understanding of the exam objectives, the student will be qualified to take the exam in PowerPoint for certification.</p>
TESTING:	The final for this class will be the certification test for PowerPoint administered by the Empire College testing site.
GRADING POLICIES:	Grades will be based on completing all assignments on the class schedule on time.
FINAL GRADE:	<p>This is a Pass or Fail class. To pass the class the student must complete all assignments on time as listed on the schedule with 80% or better attendance.</p> <p>No Incomplete grades will be issued for this course.</p>
ANTICIPATED LEARNING OUTCOMES:	<p>Upon completing this class, the student will:</p> <ol style="list-style-type: none">1. Have practiced PowerPoint concepts utilizing software and training to review the concepts learned.2. Utilize the PowerPoint textbooks and GMetrix software to review the concepts required to pass the Microsoft PowerPoint certification exam.3. Become prepared to receive Microsoft certification in PowerPoint.

Instructions

- Since the program is on the Internet, you may work on this at home but will need a copy of the correct version of the Office program on your computer.
- Each GMetrix Microsoft Office application features training with directions on how to perform each step if you need them.
- After the completion of each training, the testings are timed and present a smaller, randomized selection of questions. These must receive an 85 percent or better score. Complete them until you have reached this score.

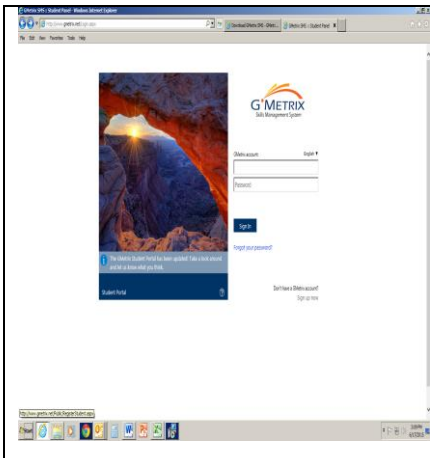
NOTES — PLEASE READ CAREFULLY

1. **TRACK YOUR PROGRESS EACH DAY.**
2. **USE the training hints until you fully understand the concepts for each section.**
3. **VERY IMPORTANT:** Take notes for a thorough understanding of PowerPoint. Use this time, your books, and this program to KNOW PowerPoint and use the features that are available. This will help you once you are looking for employment. Anyone can just move through the assignments to get them done. Take the time to understand and know what you are doing and use every feature available to you in the program. It will really help you in your future and the career that you hope to begin once you graduate Empire College.

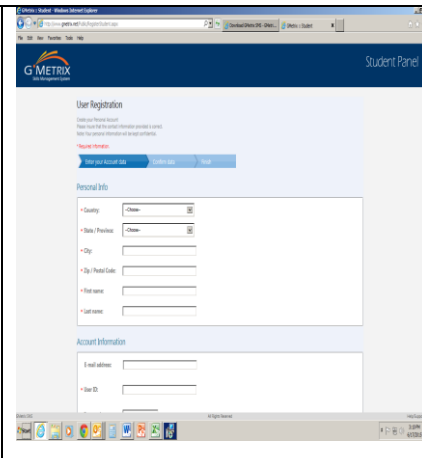
Training, Testing, and MOS Certification Testing

Trainings	The trainings are not timed. Use the hint feature to help you learn the concepts featured in the certification exam. Repeat as many times as needed.
Answering Questions	Make sure that you have mastered the objectives before attempting the testing. All concepts on the tests are covered in the training portion of the software.
Testing	The Testings are timed and present a smaller, randomized selection of questions. Your score to pass the class must be 85 percent or better for each testing exam. You may take the Test as many times as necessary to reach the minimum 85% score.
Progress	Check your progress on a regular basis as you work on the assignments.
MOS Certification Testing	<ol style="list-style-type: none">1. When you have completed all of the training and testing and have a thorough understanding of the concepts covered on the test, let your computer lab instructor know you are ready to schedule your MOS exam. Your instructor will email the bookstore verifying you are eligible to take an exam.2. Go to the bookstore to receive a voucher.3. Schedule your exam with Michaela DeBiase in the Prometric testing center located on the second floor near the back stairs. The test will take longer than one class period.4. Go to the bookstore to receive a voucher.5. Remember to take two forms of identification with you on your scheduled appointment.

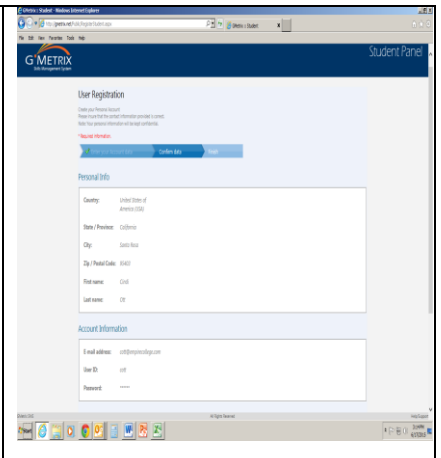
CMN320D—PowerPoint Certification GMetrix Instructions



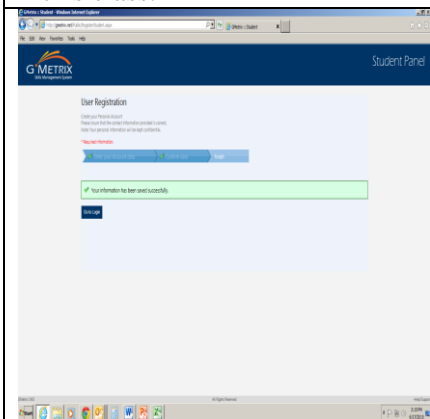
- Go to www.gmetrix.net. Click on sign up now. Make sure your computer has the 2013 version of the software for this class.



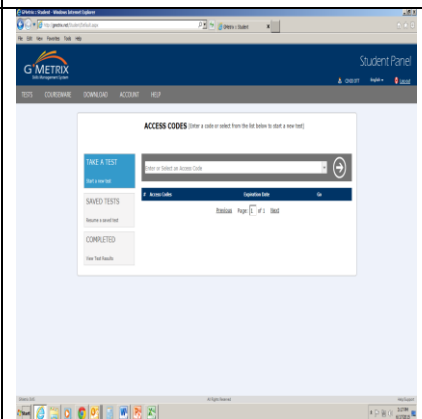
- Complete the registration form.



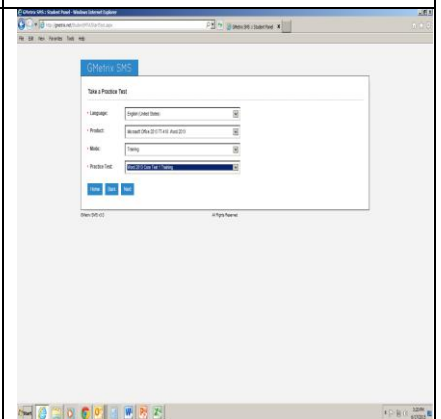
- Write down your username and password from the confirm data page.



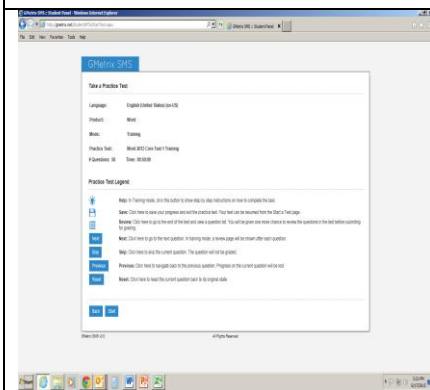
- When you see this page, click on Go to Login using the username and password you created.



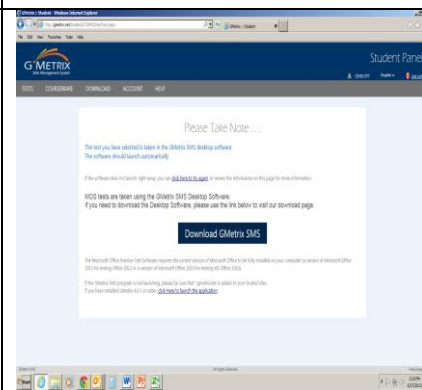
- Enter your access code



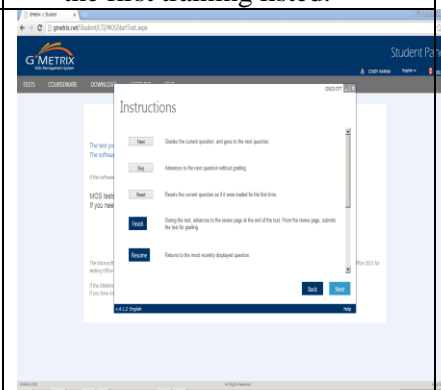
- Enter your Microsoft 2013 product (Word, PowerPoint, PowerPoint, or Outlook) and the Training mode to select the first training listed.



- Read the instructions and follow the steps to proceed with your training.



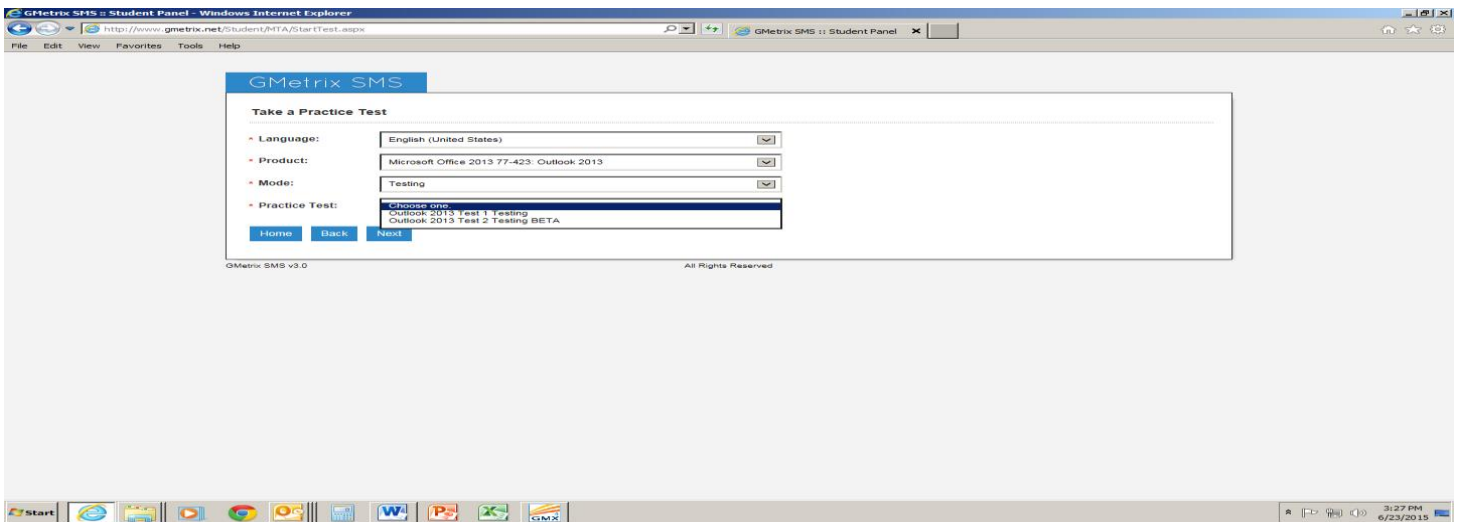
- If the software doesn't load automatically, please download it as requested.



- Please see your instructor if you need additional assistance.

GETTING STARTED

- **Select your product and version**— Microsoft Office 2013 Word, PowerPoint, PowerPoint or Outlook (2013 version)
- **Select your mode**—Training (or Testing after you have completed the Training)
- **Select your Training or Testing**—start with PowerPoint 2013 Test 1 Training
- **Begin each Training and follow it with the corresponding testing.**



When training, click on the lightbulb for step-by-step instructions.

Click on the lightbulb for step-by-step instructions

Last Name	First Name	Position	ID	Job Knowledge	Reliability	Interpersonal
Able	Kane	Product Manager	64931	3	3	2
Barnard	Jacob	Customer Service Rep	61498	4	3	4
Berman	Stacey	Sales Associate	50432	4	4	4
Bluth	Michael	Sales Associate	42268	3	2	2
Certo	Nuccio	Marketing Director	12928	1	1	1
Davis	Pat	Receptionist	18978	5	3	4
Delmonte	Aaron	Receptionist	84062	3	3	3
Derrick	Lucia	Developer	54111	3	4	4
Easton	Susan	Customer Service Rep	75880	4	5	5
Feingold	Barbara	Customer Service Rep	44797	5	2	5
Festvus	Kramer	Developer	12729	2	2	4
Giles	James	Office Manager	72044	2	3	3
Hamilton	Stephanie	Developer	38257	4	4	5
Hanson	Karl	Marketing	54479	3	2	4
Hart	Kevin	Marketing	44642	3	3	3
Hickey	Dwight	Developer	17267	3	3	3
Holliday	Buddy	Sales Associate	23904	3	3	2
Huggins	Robert	Developer	39377	4	3	4
Lemuel	Laurence	Sales Associate	67841	4	4	4
Messerly	Susan	Customer Service Rep	33130	3	2	2
Moore	Robert	Marketing	14993	1	1	1
Nanson	Stuart	Developer	21721	5	3	4
Poznan	Carole	Quality Assurance Manager	19515	3	3	3
Raneel	Ivan	Receptionist	56464	3	4	4

1. Apply a conditional formatting to the values in columns E, F, and G. Apply a yellow fill to any cells with a value equal to 5.
2. Filter the data so that only the people with the position Developer are displayed.

14/30 ID: 000570 Skip Reset Next

PowerPoint Certification Preparation — Weekly Schedule

This class is designed to prepare for Microsoft PowerPoint certification. Please read all instructions before beginning the class.

	Assignment	Complete	
Week 1	<p>Use the GMetrix software to complete the training and testing. Use your books and online help to research and study the concepts. The following link will take you to the exam objectives.</p> <p>https://www.microsoft.com/learning/en-us/exam-77-422.aspx</p>	<p style="text-align: center;">Assignment 1</p> <ul style="list-style-type: none"> • Complete PowerPoint 2013 <u>Practice Exam 1 Training</u> followed by the PowerPoint 2013 <u>Practice Exam 1 Testing</u>. The scores must be 85 percent or better. • The scores must be 85 percent or better. 	
Week 2	<p>Use the GMetrix software to complete the training and testing. Use your books and online help to research and study the concepts. The following link will take you to the exam objectives.</p> <p>https://www.microsoft.com/learning/en-us/exam-77-422.aspx</p>	<p style="text-align: center;">Assignment 2</p> <ul style="list-style-type: none"> • Complete PowerPoint 2013 <u>Practice Exam 2 Training</u> followed by the PowerPoint 2013 <u>Practice Exam 2 Testing</u>. The scores must be 85 percent or better. • The scores must be 85 percent or better. 	
Week 3	<p>Use the GMetrix software to complete the training and testing. Use your books and online help to research and study the concepts. The following link will take you to the exam objectives.</p> <p>https://www.microsoft.com/learning/en-us/exam-77-422.aspx</p>	<p style="text-align: center;">Assignment 3</p> <ul style="list-style-type: none"> • Complete PowerPoint 2013 <u>Practice Exam 3 Training</u> followed by the PowerPoint 2013 <u>Practice Exam 3 Testing</u>. The scores must be 85 percent or better. • The scores must be 85 percent or better. 	
Week 4	<p>Use the GMetrix software to complete the training and testing. Use your books and online help to research and study the concepts. The following link will take you to the exam objectives.</p> <p>https://www.microsoft.com/learning/en-us/exam-77-422.aspx</p>	<p style="text-align: center;">Assignment 4</p> <ul style="list-style-type: none"> • Complete PowerPoint <u>2013 Skill Review 1 Training</u> followed by the PowerPoint 2013 <u>Skill Review 1 Testing</u>. • The scores must be 85 percent or better. 	
Week 5	<p>Use the GMetrix software to complete the training and testing. Use your books and online help to research and study the concepts. The following link will take you to the exam objectives.</p> <p>https://www.microsoft.com/learning/en-us/exam-77-422.aspx</p>	<p style="text-align: center;">Assignment 5</p> <ul style="list-style-type: none"> • Complete PowerPoint <u>2013 Skill Review 2 Training</u> followed by the PowerPoint 2013 <u>Skill Review 2 Testing</u>. • The scores must be 85 percent or better. 	

Use the GMetrix software for PowerPoint and your books to research and study the concepts. Use the Office books to research questions and study for the Microsoft certification exam. Study for the certification test and prepare to schedule the test.

- Print a copy of your GMetrix scores and give them to your instructor
- After your instructor verifies that you have successfully completed all of the assignments with the required scores, you will email the bookstore. The subject line must include the student's name and class and a cc to the student who will then take it to the bookstore.
- Vouchers will not be issued without an email from an instructor verifying that you have successfully completed all of the assignments.
 - Take the email to the bookstore to receive a voucher to take your exam.
 - You will need to register at Certiport.com as a test taker before the exam.
 - Schedule your exam with Michaela DeBiase in the testing center located on the second floor near the back stairs.
 - The test will take longer than one class period. (Remember to take two forms of identification with you on your scheduled appointment.)

Assignment 6

- Complete the Trainings and Testings with an 85 percent or better scores.
- When you have successfully completed all of the assignments on this syllabus, print a copy of your scores and give them to your instructor. You must submit these scores before an email will be issued by your instructor for you to receive a testing voucher.
- These must be submitted to the grader in addition to your test score to receive a grade.

Prepare and study for the exam. After your instructor has emailed the bookstore you may purchase an exam voucher and schedule your test.

This is a week to study for the certification exam and schedule the test.

Schedule, take and pass the Microsoft PowerPoint exam after you have successfully completed the Trainings and Testing in GMetrix, have studied your textbooks, and have a thorough understanding of all the exam objectives listed in this syllabus.

You will not receive a grade for the class until the MOS testing scores have been given to your instructor who will submit them with your GMetrix scores to the grader.

PowerPoint 2013 – Exam 77-422

Skills Measured

This exam measures your ability to accomplish the technical tasks listed below.

Please note that the questions may test on, but will not be limited to, the topics described in the bulleted text.

[Show all](#)

Create and manage presentations

- Create a presentation
 - Create blank presentations, create presentations using templates, import text files into presentations, import Word document outlines into presentations
- Format a presentation using slide masters
 - Apply a slide master, add new layouts, modify existing layouts, add background images, control page numbers, insert headers and footers, modify presentation themes
- Customize presentation options and views
 - Change page setup options, change to view in color/grayscale, use views to navigate through presentations, modify presentation properties
- Configure presentations to print or save
 - Set handout print options, print selections from presentations, package presentations for CD, save presentations as webpages, print presentations in grayscale, print speaker notes, maintain backward compatibility
- Configure and present slideshows
 - Create custom slideshows, configure slideshow options, rehearse timing, configure slideshow resolution, use Presenter View, navigate within slideshows, annotate slideshows

Insert and format shapes and slides

- Insert and format slides
 - Add slide layouts, duplicate existing slides, hide slides, delete slides, modify slide backgrounds, apply styles to slides
- Insert and format shapes
 - Modify shape backgrounds, apply borders to shapes, resize shapes, insert shapes, create custom shapes, apply styles to shapes
- Order and group shapes and slides
 - Insert section headers, modify slide order, align and group shapes, display gridlines

Create slide content

- Insert and format text
 - Change text to WordArt, create multiple columns in a single shape, insert hyperlinks, apply formatting and styles to text, create bulleted and numbered lists
- Insert and format tables
 - Create new tables, modify number of rows and columns, apply table styles, import tables from external sources
- Insert and format charts
 - Create and modify chart styles, insert charts, modify chart type, add legends to charts, modify chart parameters, import charts from external sources
- Insert and format SmartArt
 - Add shapes to SmartArt, change color of SmartArt, move text within SmartArt shapes, reverse direction, convert lists to SmartArt
- Insert and format images
 - Resize images, crop images, apply effects, apply styles
- Insert and format media

- Adjust media window size, trim timing on media clips, set start/stop times, set media options, link to external media
-

Apply transitions and animations

- Apply transitions between slides
 - Insert transitions between slides, manage multiple transitions, modify transition effect options
 - Animate slide content
 - Apply animations to shapes, apply animations to text strings, add paths to animations, modify animation options
 - Set timing for transitions and animations
 - Modify duration of effects, configure start and finish options, reorder animations, use the Animation pane
-

Manage multiple presentations

- Merge content from multiple presentations
 - Merge multiple presentations, reuse slides from other presentations, view multiple presentations
- Track changes and resolve differences
 - Set track changes, modify options for track changes, discard changes from specific users, manage comments
- Protect and share presentations
 - Encrypt presentations with a password, proof presentations, mark as final, compress media, embed fonts, restrict permissions, remove presentation metadata, check for accessibility issues, check for compatibility issues

Schedule of Assignments CMN320D

	PowerPoint 2013 Practice Exam 1 Training	
	PowerPoint 2013 Practice Exam 1 Testing	
	PowerPoint 2013 Practice Exam 2 Training	
	PowerPoint 2013 Practice Exam 2 Testing	
	PowerPoint 2013 Practice Exam 3 Training	
	PowerPoint 2013 Practice Exam 3 Testing	
	PowerPoint 2013 Skill Review 1 Training	
	PowerPoint 2013 Skill Review 1 Testing	
	PowerPoint 2013 Skill Review 2 Training	
	PowerPoint 2013 Skill Review 2 Testing	
	<ul style="list-style-type: none"> • A printout of the above trainings and testings must be submitted to the instructor who will verify the assignments have met the 85 percent or above passing rate. • The instructor will send an email to the bookstore and cc the student so the student will be eligible to purchase a MOS testing voucher. • The student's name and class name and number must be in the subject line. • To receive a grade for the class, the grader must receive the printout of the trainings and testings approved by the instructor and a copy of the MOS exam results. • Grades will not be posted without this information. 	