

# TOSA desktop

## Microsoft Office PowerPoint



This certification is for all Microsoft PowerPoint users who wish to certify their skills regardless of their proficiency level.

🔍 Assessment
✔ 25 questions ⌚ 40 minutes
🔍 Certification
✔ 35 questions ⌚ 60 minutes
🔍 In-app questions <sup>1</sup>
🔍 Adaptive testing

### Expected Proficiency Level by Career:

- **Beginner:** the candidate is not able to use the software in a professional environment.
- **Basic:** content manager, educational engineer, social worker;
- **Productive:** sales, development manager, executive assistant;
- **Advanced:** senior sales engineer, marketing product manager;
- **Expert:** office automation trainer, social network developer.



### Skill Domains:

#### Environment / Slides / Methods

- 🔍 Use the basic functions of the software
- 🔍 Know and customize the software environment and display
- 🔍 Create and manage slideshows

#### Text Formatting

- 🔍 Applying formatting options to texts with fonts
- 🔍 Manage slide Master view functions
- 🔍 Manage tables
- 🔍 Customize themes and manage templates
- 🔍 Use advanced functions and text properties

#### Object Manipulation

- 🔍 Create and customize animations
- 🔍 Create and modify graphic objects, and manage their display
- 🔍 Insert media tools

#### Themes and Templates

- 🔍 Create and manage slideshows
- 🔍 Manage and customize the software environment
- 🔍 Inserting and modifying graphic objects

### Expertise Report :

Comprehensive and easy-to-interpret skills reports are generated at the end of each assessment test. They help you:

- **Identify** candidates' skills at a glance.
- **Adapt** your programs to their training needs.
- **Measure** the effectiveness of your programs.
- **Obtain** group reports or progress reports.

### Languages and Versions :

English, French,	2010
Spanish, German,	2013
Dutch	2016
	2019
	365

For additional information, please contact [sales@isograd.com](mailto:sales@isograd.com)

## Why certify with Tosa?

It is essential to make a difference in the job market. **Tosa certifications enable candidates to measure and attest to their digital skills.** Tosa certifications deliver a score out of 1,000 for candidates to put on their resume or on their professional networks.

**According to our certified candidates, the Tosa certification:**

- 🔧 Gives them more confidence in their skills (86%)
- 🔧 Adds value on their CV (76%)

## Understanding the Tosa score

The Tosa certification is based on a single score scale, available in five levels:

Level	Scores	Certification status & documents issued	Description
Expert	876 - 1000	Certification earned - diploma & Credly digital badge issued	Candidates have a comprehensive knowledge of the subject being assessed. Their productivity in its use is optimal.
Advanced	726 - 875	Certification earned - diploma & Credly digital badge issued	Candidates have a very good command of the subject evaluated. Their productivity is excellent.
Productive	551 - 725	Certification earned - diploma & Credly digital badge issued	Candidates are autonomous on the current operations they encounter in their professional environment.
Basic	351 - 550	Certification earned - diploma issued	Candidates have sufficient knowledge to perform simple tasks.
Initial	1 - 350	Certification failed - certificate of completion issued	Candidates have notions on the subject evaluated to understand its use in a given context.

## What is an in-app question?

Beyond traditional MCQs, our tests offer the candidate practical exercises (or in-app questions) directly in the development environment or software.

- 🔧 **Online in-app question:** a software window opens directly in the test environment. Candidates *do not* need to have the software installed on their computers.
- 🔧 **Desktop in-app question:** to respond to the exercise, candidates must download the answer file and *open it in the software that must be installed on their computer*. Then, the candidate must submit the file on the Tosa platform.
- 🔧 **Web in-app question:** candidates have a connection link to the software in its web version with login credentials. They must click on the link that opens a new tab, log in, and answer the question.

## What is adaptive testing?

Our technology adapts the test's difficulty to the candidate's answers. The more difficult the questions asked, the higher the candidate's proficiency level.