



# **Tosa Skills Framework**

**PowerPoint 2019**

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# **Introduction to Tosa Skill Framework**

## **For Tosa Assessment and Certification**

## Tosa<sup>®</sup> (Test on Software Applications)

Tosa assessments and certifications will determine and validate a candidate's proficiency and skill level in software applications used in a professional environment. Tosa assessments and certifications are designed to validate individuals' digital skills (students, trainees, employees, or jobseekers) in supporting their employment, professional or academic objectives.

Tosa assessments and certifications employ the Adaptive Testing methodology, which creates a personalized testing experience adapted to a candidate's skill level for a selected software application. The score is based on the Item Response Theory using a 3-parameter logistic model, like the GMAT scoring method. Adaptive-based testing selects questions that challenge candidates to the limit of their knowledge and abilities.

## Tosa Skills Framework Objective

This Tosa framework provides an overview of the subject areas being assessed during the Tosa Assessment and Certification exams. The Tosa validates candidate proficiency in the most popular professional Office software programs using a score on a scale from 0-1000 for the Certification Assessment, and a score divided into five levels, from "Beginner" to "Expert," for the Diagnostic Assessment.

The objective of this document is to present an overview of the technical skills associated with each of the four main Microsoft PowerPoint domains within each proficiency level. This information will also support educators and trainers in tailoring their training program to achieve desired proficiency levels.

## Unique Tosa Scoring

The Tosa assessments and certifications are based on a unique score, divided into five levels.

- ranging from 1 to 1000 for the certification.
- divided into five levels, from Beginner to Expert, for assessment.

Tosa <sup>®</sup> levels	Corresponding Tosa <sup>®</sup> score	Certification status & documents issued
<b>Expert</b>	876 - 1000	Certification earned - diploma & Credly digital badge issued
<b>Advanced</b>	726 – 875	Certification earned - diploma & Credly digital badge issued
<b>Productive</b>	551 – 725	Certification earned - diploma & Credly digital badge issued
<b>Basic</b>	351 – 550	Certification earned – diploma issued
<b>Beginner</b>	1 – 350	Certification failed - certificate of completion issued

## PowerPoint domains and subdomains

<b>Environment/ Methods/ Slideshow</b>	<ul style="list-style-type: none"> <li>■ Use the basic functions of the software</li> <li>■ Know and customize the software environment and display</li> <li>■ Create, manage, and customize slideshows</li> </ul>
<b>Text Management</b>	<ul style="list-style-type: none"> <li>■ Apply formatting options to texts with fonts</li> <li>■ Manage Slide Master view functions</li> <li>■ Manage tables</li> <li>■ Customize themes and manage templates</li> <li>■ Use advanced functions and text properties</li> </ul>
<b>Object Management</b>	<ul style="list-style-type: none"> <li>■ Create and customize animations</li> <li>■ Create and modify graphic objects, and manage their display</li> <li>■ Insert media tools and manage the OLE protocol</li> </ul>
<b>Themes et Templates</b>	<ul style="list-style-type: none"> <li>■ Create and manage slideshows</li> <li>■ Manage and customize the software environment and display</li> <li>■ Use the basic functions of the software</li> </ul>

## About the PowerPoint certification

The Tosa PowerPoint Certification relies on a database of more than 300 questions. It is composed of 35 questions and lasts 1 hour. The algorithm adapts to each answer of the candidates to adjust the difficulty level of the questions until they reach the exact definition of the candidates' level by calculating the limit of their high skills.

Since the test is adaptive, the series of questions that each candidate gets is unique for each test. This uniqueness allows for a more accurate evaluation of the candidate's level. It also limits cheating and the memorization of questions on different passages.

Our platform allows individuals to take the certification in class, in an approved testing center, or remotely via our integrated asynchronous online proctoring solutions.

Our remote proctoring solutions provide added flexibility for both the administrator and the candidate, allowing the certification exam to be taken anywhere, at any time. The candidate only needs an internet connection and a computer equipped with a working webcam and microphone.

Candidates receive a numeric score out of 1000 points associated to a proficiency level on a five-level scale. Candidates who score between 1 and 350 points don't earn the certification.

They will not receive a diploma but a certificate of completion. Candidates who score 351 points or above earn the certification. They will receive a diploma by email within five (5) business days. If candidates score 551 points or above, they will also be eligible to a Credly digital badge. There is no requirement to be eligible to take the exam, but our recommendations to be well prepared on exam day are:

- Take at least one Tosa PowerPoint adaptive assessment to estimate your level and get familiar with the test format
- Use free practice tests on our website for training
- Follow e-learning or training courses (average duration per level is between 10 and 15 hours per certification so around 150 hours total)

Tosa certification diplomas are valid for three years from the date of issue as skill levels evolve or decline over time, depending on the use of the software. New software and software versions are released every year, and skills must be updated. We cannot legitimately certify a digital skills level for more than three years. Limiting the certification validity reinforces the need for life-long learning and professional development.

Tosa certifications can be retaken when it is expired. Earners willing to improve their score and level can also retake the exam at any time.

# **Level 1 – Beginner User**

**Between 1 and 350 points**

The Beginner Proficiency is set for a score from 1 to 350, which is the lowest Tosa score category. Achievement of Beginner score defines little or limited knowledge of the PowerPoint application, including the application's basic functions and features, highlighting the inability to use the application in a professional environment.

## Overview

Domains	Skills Assessed
Environment/ Methods/ Slideshow	<ul style="list-style-type: none"> <li>✎ Identify PowerPoint</li> <li>✎ Recognize a PowerPoint presentation</li> <li>✎ Open and close the application</li> <li>✎ Know the most common tabs and their main functions (File, Home, Insertion, Slideshow)</li> <li>✎ Open and create a presentation</li> <li>✎ Create and/or insert a slide</li> </ul>
Text management	<ul style="list-style-type: none"> <li>✎ Increase font size</li> <li>✎ Change the policy</li> <li>✎ Change the color or size of the text</li> <li>✎ Switch from italics to bold</li> <li>✎ Underline text</li> <li>✎ Recognize bullet points or numbering</li> </ul>
Object management	<ul style="list-style-type: none"> <li>✎ Identify and insert a simple picture, table, or shape into a presentation</li> </ul>
Themes and templates	<ul style="list-style-type: none"> <li>✎ None</li> </ul>



## **Level 2 – Basic User**

**Between 351 and 550 points**

\*Prior to the acquisition of the skills of the Basic level, the candidate will have mastered the skills of the Beginner level.

## Environment, Methods and Slideshow

### PowerPoint's environment

Candidates demonstrate a basic knowledge of the PowerPoint interface and environment. They can open a presentation and are familiar with PowerPoint window elements such as the ruler, the status bar, and the Quick Access Tool Bar. Additionally, candidates are familiar with the ribbon, can easily move between ribbon tabs, and are familiar with most of the Home tab features.

### Working on a presentation

Candidates possess the minimum knowledge needed to work on a presentation. They can open a saved presentation or create a new presentation from predefined templates. They can move throughout a presentation using the cursor or the keyboard. They can save a presentation or print it using default settings. They can also undo or redo an action, manipulate presentation slides in Normal view, as well as insert, delete, select, and move slides, and launch a slideshow.

Business application: For example, for a content manager profile, these skills are useful for optimizing the creation of text or multimedia content and creating simple presentations to share internally.

## Text Management

### Text boxes

Basic users understand how text boxes work in PowerPoint and can enter text in a presentation. They can identify content placeholders and insert text in them. They can perform a simple copy-cut-paste operation with the mouse or via keyboard shortcuts. They can use the spellchecker and know how to accept and reject its suggestions.

### Text formatting

Candidates are expected to be familiar with basic text formatting tools. They can change font type and size, can bold, underline, and italicize text, change text color, and highlight color, and change text case. They can also apply basic paragraph formatting such as text alignment (left, centered, right, justified), text indentation (increase/decrease), apply shading, and insert a bulleted or numbered list.

## Tables

Candidates know how to insert a simple table via the Insert tab and add or delete rows or columns. They can increase or decrease table size and merge cells.

Business application: For example, on a content manager profile, these skills allow them to create digital content (blog articles, white papers, images, infographics, videos, etc.) and optimize their communication by creating and distributing content.

## Object Management

### Inserting graphic objects

Candidates can insert simple graphic objects (pictures, photos, shapes, text boxes), and perform simple modifications of said objects, notably outline color and fill color. They can also resize and reposition objects.

### Simple animations

Basic-level candidates have limited knowledge of animations but can identify animated objects in a presentation as well as transitions.

Business application: For example, for a content manager profile, these skills enable them to illustrate content and develop an editorial strategy with multimedia supports in line with the communication plan in place.

## Themes and Templates

### Opening a template

Candidates can open a presentation template, revert to default formatting of a presentation if necessary and make simple changes.

### Applying a template

The basic level requires knowing how to apply a predefined theme to a presentation via the Design tab.

Business application: For example, in the case of a content manager, these skills enable them to format and homogenize content for publication purposes and to make it available in digital format.

## Overview

Domains	Skills Assessed
Environment/ Methods/ Slideshow	<p><b>PowerPoint's environment:</b></p> <ul style="list-style-type: none"> <li>✎ Open and close the application</li> <li>✎ Know the most common tabs and their main functions (File, Home, Create, Insert, Slideshow)</li> </ul> <p><b>Working on a presentation:</b></p> <ul style="list-style-type: none"> <li>✎ Open and create a presentation</li> <li>✎ Create and/or insert a slide</li> <li>✎ Select and delete a slide</li> <li>✎ Save and print a presentation</li> <li>✎ Use the Zoom function</li> <li>✎ Undo and redo an action</li> <li>✎ Use slideshow view</li> </ul>
Text management	<p><b>Text boxes:</b></p> <ul style="list-style-type: none"> <li>✎ Identify a text box</li> <li>✎ Copy and paste text</li> <li>✎ Recognize the spell checker suggestions</li> </ul> <p><b>Text formatting:</b></p> <ul style="list-style-type: none"> <li>✎ Change the text font size and type (bold, italics, underlined...)</li> <li>✎ Change text case</li> <li>✎ Change text color</li> <li>✎ Use highlight color</li> <li>✎ Create bulleted or numbered lists</li> <li>✎ Align the text</li> </ul> <p><b>Tables:</b></p> <ul style="list-style-type: none"> <li>✎ Create/insert a basic table</li> <li>✎ Change columns width and rows height</li> <li>✎ Add and remove rows and columns</li> <li>✎ Merge cells</li> </ul>
Object management	<p><b>Inserting graphic objects:</b></p> <ul style="list-style-type: none"> <li>✎ Insert a simple graphic object (picture, image, or shape)</li> <li>✎ Reposition an object in a presentation</li> <li>✎ Resize an object</li> </ul> <p><b>Simple animations:</b></p> <ul style="list-style-type: none"> <li>✎ Identify an animated object on a slide</li> </ul>

Themes and templates	<p><b>Opening a template:</b></p> <ul style="list-style-type: none"><li>Open a presentation template</li><li>Revert to default formatting of a presentation</li><li>Make simple changes</li></ul> <p><b>Applying a predefined theme:</b></p> <ul style="list-style-type: none"><li>Apply a predefined theme to a presentation</li></ul>
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## **Level 3 – Productive User**

**Between 551 and 725 points**

Prior to the acquisition of the skills of the Productive level, the candidate will have mastered the skills of the Basic level.

## Environment, Methods, and Slideshow

### Navigating in PowerPoint

Productive users have a good understanding of the features of the Home, Insert, Design, Review tabs, and to a lesser degree the View tab. They are fully familiar with Slide Sorter view and can easily work with presentation slides. They know various methods for inserting slides and can change slide orientation.

### Record and Print options

Productive-level candidates master basic Save and Print options – they know the difference between the “Save” and “Save as” operations, can save a presentation as a PDF file, and are familiar with the compatibility rules regarding documents created with later or earlier versions of the application. Candidates master most printing options, such as selecting the number of slides to print per page.

### Slideshow options

Candidates can use basic slideshow options. They can launch a slideshow from the beginning or from the current slide, can configure slide advancement (timed or manual), can use Presenter view, and apply predefined animations.

Business application: For example, for a promotion manager, these skills allow them to develop operational marketing plans that they can share with their teams.

## Text Management

### Text formatting

Candidates can create text boxes and format them (apply a fill or change the border), can change font style, character, and line spacing, use strikethrough, subscript, superscript, and apply text effects. They can additionally copy formatting, put text into columns and set left tab markers.

### Searching and modifying text

Productive users can perform simple text searches within a presentation, either via the ribbon button or keyboard shortcuts. They can move throughout a long presentation via the “Go to” command, and can easily use the grammar and spellchecker, the thesaurus, or consult document statistics.

## Tables

Candidates can manage tables and apply basic formatting. They can apply table styles, modify table borders, add a fill, format table contents, reposition a table and move it.

Business application: For example, in the profile of a promotion manager, these skills enable the creation of elaborate presentations for all internal plans (marketing, sales, promotional, etc.) and for the development of content for information and communication media.

## Object Management

### Inserting and Formatting graphic objects

Candidates can insert all types of graphic objects: graphs, SmartArt, and complex shapes like connectors. They can save a PowerPoint illustration as an image, edit, and arrange graphic objects, and adjust object positioning (background, foreground, Bring to Front, Send to Back). Candidates can apply an outline or add a fill to an object and crop an image.

### Animations

The productive level requires candidates to know how to apply predefined motion paths to the text and objects.

Business application: For example, for a promotion manager, these skills enable the use of text or multimedia resources for qualitative and quantitative studies or the presentation of cross-channel marketing plans, promotional actions or sales plans.

## Themes and Templates

### Themes options

Candidates can apply predefined themes to an entire presentation or just to specific slides. They can change theme colors and fonts and understand the effect a new theme has on text formatting. They can also define background styles.





Business application: For example, on a profile of a promotion manager, these skills are useful for making proposals for visual recommendations and formatting presentations. These skills are also used in the analysis of the positioning of offers and "search marketing", displays and affiliations.

## Overview

Domains	Skills assessed
Environment/ Methods/ Slideshow	<b>Navigating in PowerPoint:</b> <ul style="list-style-type: none"> <li>Identify different views (Normal, Slide Sorter, Notes Page, Slide Master)</li> </ul>



	<ul style="list-style-type: none"> <li>✎ Master the different methods of inserting slides</li> <li>✎ Change slides orientation</li> <li>✎ Hide a slide</li> <li>✎ Insert and delete comments</li> </ul> <p><b>Recording and printing options:</b></p> <ul style="list-style-type: none"> <li>✎ Set printer parameters</li> <li>✎ Save a presentation as a PDF file</li> </ul> <p><b>Slideshow options:</b></p> <ul style="list-style-type: none"> <li>✎ Set simple slideshow configuration</li> <li>✎ Add transition effects to slides</li> <li>✎ Set slide timings</li> <li>✎ Use Presenter View</li> </ul>
Text management	<p><b>Text formatting:</b></p> <ul style="list-style-type: none"> <li>✎ Create a text box</li> <li>✎ Manage font styles</li> <li>✎ Change character and line spacing</li> <li>✎ Apply text effects</li> <li>✎ Format painter</li> <li>✎ Split text into columns</li> <li>✎ Insert text in a shape</li> <li>✎ Set tab stops</li> </ul> <p><b>Searching and modifying text:</b></p> <ul style="list-style-type: none"> <li>✎ Use the Synonym Dictionary</li> <li>✎ Use the grammar and spellchecker</li> <li>✎ Use the Thesaurus</li> <li>✎ Use the Find tool</li> </ul> <p><b>Tables:</b></p> <ul style="list-style-type: none"> <li>✎ Apply table styles</li> <li>✎ Change the table border and add a fill</li> <li>✎ Revert to original table style</li> </ul>
Object management	<p><b>Inserting and formatting graphic objects:</b></p> <ul style="list-style-type: none"> <li>✎ Insert various graphic objects (ClipArt, graphs, SmartArt diagrams)</li> <li>✎ Insert complex shapes (connectors, diagrams, bubbles, etc.)</li> <li>✎ Save a PowerPoint graphic object as an image</li> <li>✎ Change objects' order (background, foreground, etc.)</li> <li>✎ Crop an image</li> <li>✎ Duplicate an object</li> </ul> <p><b>Animations:</b></p>

	 Apply predefined motion paths to text and objects
Themes and templates	<b>Theme options:</b> <ul style="list-style-type: none"><li> Apply a predefined theme to the entire presentation or just to specific slides</li><li> Apply a background style</li><li> Change theme colors and fonts</li></ul>

## **Level 4 - Advanced User**

**Between 726 and 875 points**

Prior to the acquisition of the skills of the Advanced level, the candidate will have mastered the skills of the Productive level.

## Environment, Methods, and Slideshow

### Customizing the environment and display

Advanced users have thorough proficiency of the PowerPoint environment. They are fully familiar with the contents of the PowerPoint window and can easily move between tabs to complete tasks. They can use the various views (Normal, Slide Sorter, Notes Page, Slideshow) and can customize the application interface by hiding tabs that are less useful to them. They can display the Developer tab and customize the Quick Access Toolbar and keyboard shortcuts, they can hide the ruler and show thumbnails or gridlines.

### Backstage mode and file formats

Candidates show advanced usage of the File tab, via which they can manage files, define file options, access recent documents, and pin documents to the Recent Documents list. They are familiar with various PowerPoint file extensions such as .potx or .potm and can configure print options.

### Slides

Candidates are familiar with slide arrangement and can use the Outline pane to arrange slides and move text. They can insert and edit page breaks, edit slide orientation, and insert and manage headers and footers.

### Slideshow

Candidates master the launch and sequencing of complex slideshows. They can recognize and use the various PowerPoint views including Slideshow View, Presenter View, and Reading View. They can also configure a presentation to run automatically and set slideshow timings.

Business application: For example, for a marketing product manager, these skills are useful for creating and customizing presentation materials for employees (marketing plans, market analysis, competitive intelligence, advertising or communication campaigns, etc.).

## Text Management

### Text Layout

Candidates can use the most advanced formatting options. They can apply WordArt styles, advanced Paste Special options, and use the Clipboard pane. They can align text boxes, insert special characters, change text orientation, configure AutoCorrect options, use translation tools, and configure presentation language options.

### Text organization

Candidates can add bookmarks to PowerPoint presentations, can insert hyperlinks, and use the various Search and Replace options.

### Table Layout

Candidates possess advanced knowledge of tables and table formatting. They can manage various table style options (header rows, total rows, banded rows).

Business application: For example, for a product marketing/distribution manager profile, these skills enable them to create content for, for example, the implementation of communication campaigns for the release and promotion of the product, service or service.

## Object Management

### Complex graphic objects

Candidates can insert all types of graphic objects in a presentation, including complex ones such as audio and/or video files or Flash objects. They can also insert objects created with other Office applications, such as Word and Excel, and can distinguish a linked object from an embedded one. They can also take a screenshot from within PowerPoint.

### Editing and organizing graphic objects

Candidates must prove a solid mastery of the tools used to modify and arrange graphic objects. They can convert shapes and apply effects to them, retouch inserted images by changing color, luminosity, applying a filter, or deleting a background. They can use advanced vector tools and know how to handle the eyedropper tool.

### Customizing complex animations

Candidates are fully familiar with the various types of animation effects: entrance, emphasis, exit, and motion paths. They also know the Animation pane and can configure Effect Options, animation triggers, animation timing, can use Slide Master view, add bookmarks, and use the Preview button.

Business application: For example, on a product marketing/distribution manager profile, these skills are useful to create illustrated content, carry out market research, present qualitative and quantitative studies, or carry out competition studies.

## Themes and Templates

### Customizing themes and templates

Candidates can customize themes and templates and use the Slide Master view to do so. They can also create and save a customized theme or template.

Business application: For example, on a product marketing/distribution manager profile, these skills are useful for formatting presentations and mastering the form.

## Overview

Domains	Skills assessed
Environment/ Methods/ Slideshow	<p><b>Customizing the environment and display:</b></p> <ul style="list-style-type: none"> <li>✎ Know all the tabs and associated ribbons</li> <li>✎ Master the different views</li> <li>✎ Customize views</li> <li>✎ Customize the ribbon</li> <li>✎ Display the Developer tab</li> </ul> <p><b>Backstage mode and file formats:</b></p> <ul style="list-style-type: none"> <li>✎ Recover an earlier version of a presentation</li> <li>✎ Identify the different PowerPoint file formats (including .potx and .potm)</li> <li>✎ Configure printing options</li> </ul> <p><b>Slides:</b></p> <ul style="list-style-type: none"> <li>✎ Organize slides via the Outline pane</li> <li>✎ Move text via the Outline pane</li> <li>✎ Insert and manage page breaks</li> <li>✎ Manage headers and footers</li> </ul> <p><b>Slideshows:</b></p> <ul style="list-style-type: none"> <li>✎ Master the different modes of presentation (Slideshow mode, Presenter mode, Reading mode)</li> <li>✎ Configure a slideshow to run automatically</li> </ul>
Text management	<p><b>Text layout:</b></p> <ul style="list-style-type: none"> <li>✎ Apply WordArt styles</li> <li>✎ Perform a Paste Special operation</li> <li>✎ Use the Clipboard pane</li> <li>✎ Align text boxes</li> <li>✎ Insert special characters</li> <li>✎ Change text orientation</li> <li>✎ Configure AutoCorrect options and use translation tools</li> </ul> <p><b>Text organization:</b></p> <ul style="list-style-type: none"> <li>✎ Add bookmarks to a presentation</li> <li>✎ Insert hyperlinks</li> <li>✎ Master the Search and Replace functions</li> </ul> <p><b>Table layout:</b></p> <ul style="list-style-type: none"> <li>✎ Manage table style options (header rows, total rows, banded rows)</li> </ul>

Object management	<p><b>Complex graphic objects:</b></p> <ul style="list-style-type: none"> <li>✎ Insert a video file or Flash object</li> <li>✎ Insert objects created with other Office applications (Word, Excel)</li> <li>✎ Differentiate a linked object from an embedded one</li> <li>✎ Take a screenshot from within the application</li> </ul> <p><b>Editing and organizing graphic objects:</b></p> <ul style="list-style-type: none"> <li>✎ Convert shapes and apply effects to them</li> <li>✎ Retouch an inserted picture</li> <li>✎ Arrange objects via the Selection and Visibility pane</li> <li>✎ Group and ungroup objects</li> <li>✎ Align objects</li> </ul> <p><b>Customizing complex animations:</b></p> <ul style="list-style-type: none"> <li>✎ Identify and apply all types of effects and manage effect options</li> <li>✎ Use the Navigation pane</li> <li>✎ Use the Slide Master View to configure animations</li> <li>✎ Manage slideshow launch triggers</li> <li>✎ Use bookmarks</li> <li>✎ Use the Preview button</li> <li>✎ Set slide timings</li> </ul>
Themes and templates	<p><b>Customizing themes and templates:</b></p> <ul style="list-style-type: none"> <li>✎ Master the Slide Master view</li> <li>✎ Create and save a theme (extension .thmx)</li> <li>✎ Create and save a custom template (extension .potx or .potm)</li> </ul>

# **Level 5 – Expert User**

**Between 876 and 1000 points**



Prior to the acquisition of the skills of the Expert level, the candidate will have mastered the skills of the Advanced level.

## Environment, Methods, and Slideshow

### Interface customization

Expert users completely master the PowerPoint environment, including all ribbon tabs and their associated features, as well as the various PowerPoint views. They can configure the application to perform needed tasks, including Backstage View options, the Quick Access Tool Bar, and the ribbon tab. They are familiar with advanced Save (i.e., AutoSave) and Print (i.e., printing several slides on a page) options. They possess thorough knowledge of the Developer tab, can create complex macros, and fully understand PowerPoint file extensions.

### Presenting and Broadcasting

Candidates master all of presentation delivery options. They can easily use the zoom, the simulated laser pointer, and annotations. They can deliver a presentation in loop, create a presentation video, and publish a presentation to the Web. They fully understand compatibility modes and all the options for document protection. They understand the Mark as Final command, can encrypt a presentation with a password, restrict who may edit a presentation, create a slide library, and merge and compare presentations.

Business application: For example, for a graphic designer profile, these skills allow them to customize their presentations and adapt them to their content (create templates from a client's graphic charter, create commercial supports, financial presentations, etc.).

At this level, the candidate can train on the software.

## Text Management

### Formatting

Expert users possess exhaustive proficiency in formatting tools. Candidates can customize themes (i.e., change theme fonts), apply special text effects, create a custom style and a Quick Style set, and use the Style Inspector. They are thoroughly familiar with detailed font options, such as the application of hidden fonts, OpenType font options, Paste Special options, WordArt styles, document checking options, and the Outline mode.

### Table Layout

The expert level requires candidates to know how to easily create, format, and perform advanced editing of tables, such as inserting a table background and are thoroughly familiar with all table style options.

Business application: For example, for a graphic designer profile, these skills allow them to create content perfectly adapted to his needs or those of his clients, in which he masters the content as well as the form (font, tables, WordArt, etc.).

At this level, the candidate can train on the software.

## Object Management

### Complex object management

Candidates can expertly manipulate graphic objects – they can insert any type of objects, link and embed them in a presentation, and edit them. They are fully familiar with image retouching options, and the application of effects to objects. They know how to modify shapes in point mode, have mastered advanced vector tools (combination, intersection, subtraction, and shape union), and can manipulate the eyedropper. They perfectly handle audio and video objects.

### Animation

Expert users can expertly manipulate animations and transitions including special effects such as speed, direction, delay, repetition, and locking a motion path. They can also animate table cells, duplicate an animation, configure timing, identify, and configure a precise animation sequence, and configure animation triggers. They can create automatic animations via the Slide Master.

Business application: For example, for a graphic designer, these skills are useful for illustrating and revitalizing their presentations (creating templates from a client's graphic charter, creating commercial supports, financial presentations, etc.).

At this level, the candidate can train on the software.

## Themes and Templates

### Themes and templates

Candidates master themes and templates. They can easily configure slide layouts, create slide masters, create multiple slide masters for a single presentation, edit and reapply a slide layout, use font sets, and invert theme colors.

Business application: For example, for a graphic designer profile, these skills are necessary to customize PowerPoint themes and templates and even to create them in order to adapt presentations to a defined graphic charter.

At this level, the candidate can train on the software.

## Overview

Domains	Skills assessed
Environment/ Methods/ Slideshow	<p><b>Interface customization:</b></p> <ul style="list-style-type: none"> <li>Master the Developer tab features</li> <li>Open and save a presentation with a macro</li> <li>Customize the presentation window</li> <li>Configure AutoSave options</li> </ul> <p><b>Presenting and broadcasting:</b></p> <ul style="list-style-type: none"> <li>Master all presentation options (zoom, laser pointer simulation, annotation)</li> <li>Create and manage custom slideshows</li> <li>Broadcast a slideshow in loop</li> <li>Master all PowerPoint file formats</li> <li>Create a presentation video</li> <li>Publish a presentation to the Web</li> <li>Manage different modes of compatibility</li> <li>Protect a presentation</li> <li>Use slide libraries</li> <li>Merge and compare presentations</li> </ul>
Text management	<p><b>Formatting:</b></p> <ul style="list-style-type: none"> <li>Manipulate WordArt styles perfectly</li> <li>Custom styles and Quick Styles set</li> <li>Use advanced font tools</li> <li>Insert an equation</li> <li>Use of Paste Special options</li> <li>Manage spellcheck options</li> <li>Know the Outline pane</li> </ul> <p><b>Table layout:</b></p> <ul style="list-style-type: none"> <li>Insert a table background</li> <li>Master the table style options perfectly</li> </ul>
Object management	<p><b>Complex object management:</b></p> <ul style="list-style-type: none"> <li>Insert any type of object</li> <li>Use all picture editing</li> <li>Use advanced positioning and alignment functions</li> <li>Master vector tools</li> <li>Manage audio and video objects</li> </ul> <p><b>Animation:</b></p>

	<ul style="list-style-type: none"><li>Master any type of animation</li><li>Manage any type of settings (sound, text animation, timing)</li><li>Manage slide transitions</li></ul>
Themes and templates	<p><b>Themes and templates:</b></p> <ul style="list-style-type: none"><li>Manage slide layout</li><li>Create a slide master and configure its options</li><li>Create multiple slide masters for a presentation</li><li>Change and reapply a slide layout</li><li>Master the use of font sets</li><li>Invert theme colors</li></ul>

