



Your skills. Your advantage.

Tosa Google Slides

Exam Blueprint

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Introduction to the Tosa[®] Exam Blueprint

For Tosa[®] Assessment and Certification

Tosa® (Test on Software Applications)

Tosa® assessments and certifications are designed to determine a candidate's proficiency level by evaluating their skills in office software and digital tools commonly used in a professional or educational environment.

These tests are specifically developed to validate the professional competencies of candidates looking to enhance their employability (employees, students, job seekers, and individuals undergoing career transitions).

Tosa® assessments and certifications are adaptive tests, developed using scientific methodologies. The scoring is based on Item Response Theory (IRT). The test algorithm adapts to each candidate's response in real time, adjusting the difficulty level of subsequent questions until it precisely determines the candidate's skill level by calculating the upper limit of their competencies. As a result, the tests provide a detailed and unique diagnosis of each candidate's abilities.

The rigor and reliability of Tosa® tests stem from the combination of a mathematical model for analyzing question difficulty and the relevance of the questions selected for each candidate (IRT).

Tosa® Exam Blueprint Objective

This exam blueprint outlines all the skills assessed within the domains and sub-domains of the Tosa® assessment and certification tests for Google Slides.

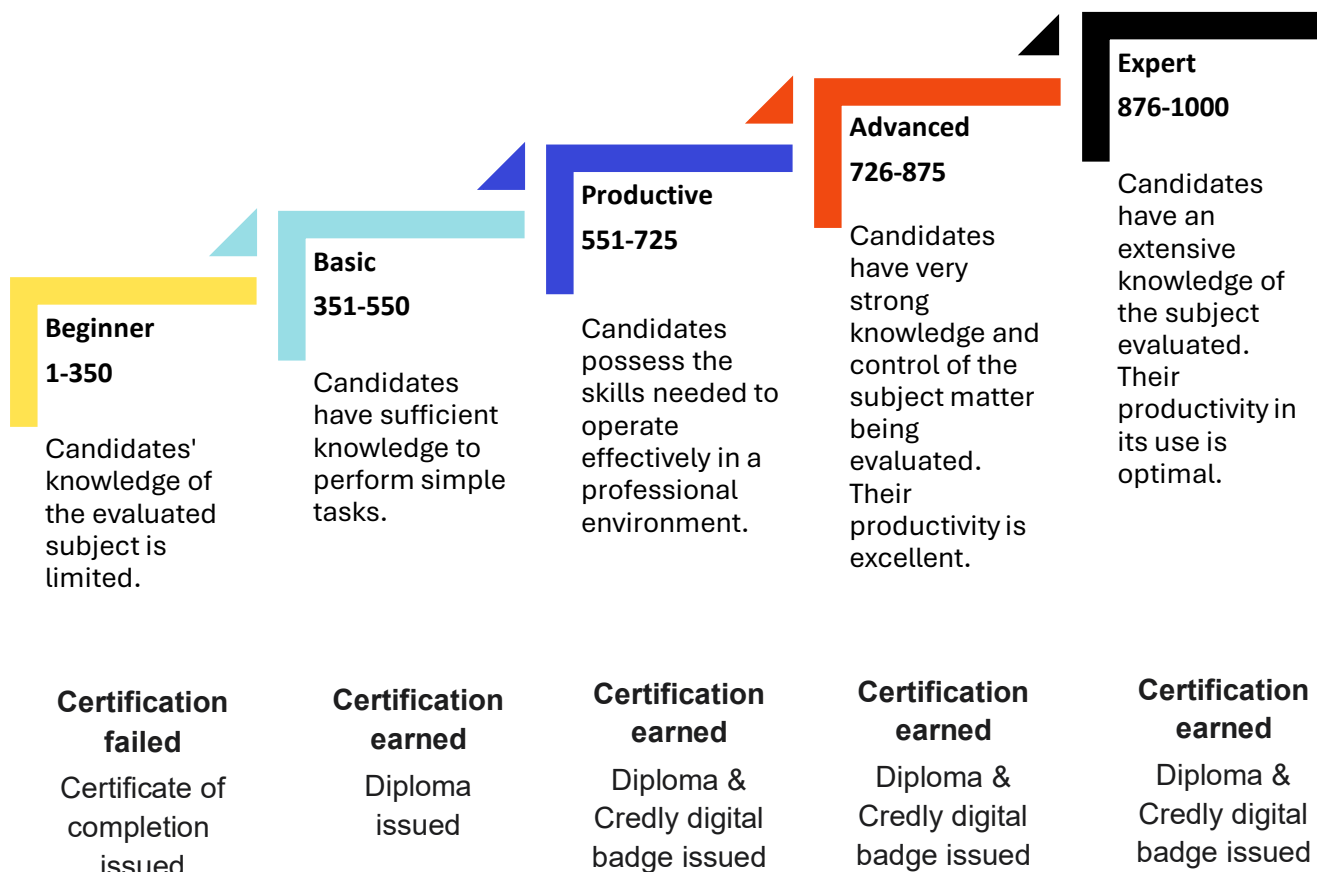
Tosa® assessment and certification solutions are designed to determine learners' proficiency levels using a single scoring scale—ranging from 0 to 1000 for certification—and divided into five levels, from “Beginner” to “Expert,” for the assessment.

The purpose of this framework is to specify the technical knowledge expected at each level and within each of the four main skill categories of Google Slides. It is intended to help identify the most appropriate teaching or training programs to match a learner's target score.

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 the assessment.



About the Tosa® Google Slides certification

The Tosa Google Slides Certification relies on a database of more than 180 questions. It is composed of 35 questions from the question database and lasts for 1 hour. The algorithm adapts to each of the candidate's answers to adjust the difficulty level of the questions until reaching the candidate's skill limit. This ensures a precise and accurate result.

Since the test is adaptive, the series of questions that a candidate gets is unique for each test. This algorithm 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 a classroom setting, 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. This score corresponds to one of five proficiency levels. Candidates who score between 1 and 350 points do not earn the certification. They receive a certificate of completion in lieu of a diploma. Candidates who score 351 points or above earn the certification and will receive a diploma by email within five business days. If a candidate scores 551 points or above, they will also be eligible to receive a digital Credly badge.

There are no prerequisites to be eligible to take the exam, but to ensure a candidate is well prepared on exam day, we suggest they:

- Take at least one Tosa Google Slides adaptive assessment to estimate their level and get familiar with the test format
- Use the free practice tests on our website for training
- Follow an e-learning or training course (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. This three-year period has been set to ensure that our certifications are consistently accurate and relevant, taking into account software version updates as well as the natural evolution of a candidate's skills over time. Limiting the certification period also reflects the need for life-long learning and continual professional development.

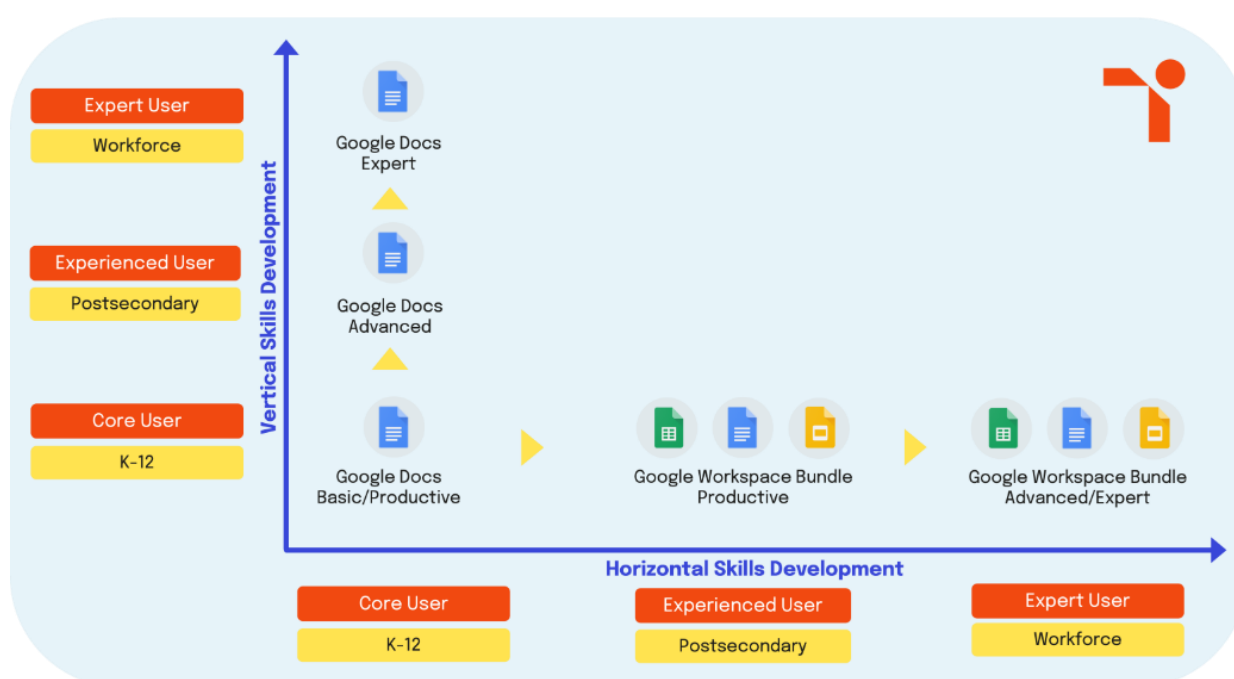
Tosa certifications can be retaken when they expire. Earners willing to improve their score and proficiency level can retake the exam at any time.

Tosa Sequence for Progressive Skills Development

Students and professionals can tailor their certification journey with Tosa, demonstrating their expertise in ways that align with their unique needs and goals.

With the **Tosa Google Slides Certification**, starting at a basic level, users can progress vertically, advancing to productive, advanced, and expert levels as their skills grow. This clear path encourages continuous improvement and validates each stage of their development. Tosa's structure makes it easy to track progress and showcase evolving expertise.

With the **Tosa Google Workspace Bundle Certification**, users can expand their skill set horizontally across Google Workspace applications, mastering interconnected applications that touch on a broader range of competencies. This flexible approach empowers individuals to develop both depth and breadth in their skillset, enhancing career prospects and workplace versatility.

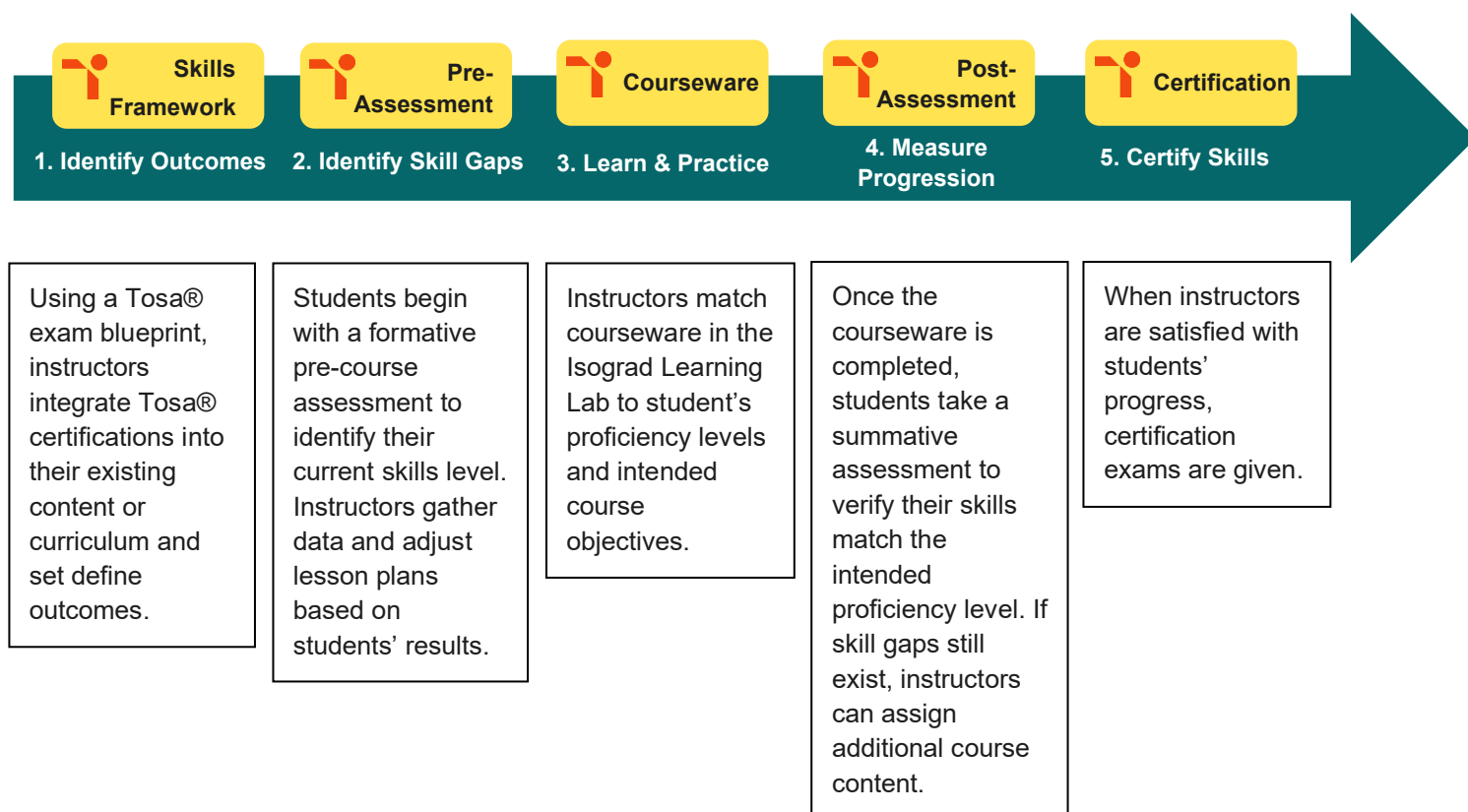


Isograd Learning Lab

The Isograd Learning Lab is a multifaceted and adaptable courseware solution designed to help learners prepare for Tosa certification exams. It offers personalized, self-paced, and fully interactive learning experiences, equipping candidates with the essential digital skills that employers seek. These skills span a wide and varied range, applicable to learners just starting their career journey to those wishing to advance on their path.

The browser-based platform supports all learning styles with a wide array of features, including in-application exercises. These in-application capabilities allow learners to experience real-world examples of specific tasks within a given software environment. The lab includes inclusive learning resources, along with extension activities and project-based learning challenges that foster creativity and critical thinking.

All course content on the Isograd Learning Lab is aligned to a Tosa exam blueprint, which is the foundation of any Tosa certification exam. By aligning course content to an exam blueprint, learners will be prepared to take the exam once they complete the courseware.



Tosa® Google Slides Level Descriptions

At each level, candidates can:

Beginner

- Mobilize basic skills in using Google Slides to create simple presentations.
- Add slides, text, images, and shapes, and can perform basic actions such as formatting text and editing backgrounds.
- Create simple presentations but may need assistance with more advanced features.

Basic

- Create effective presentations using the basic features of Google Slides.
- Organize content, use predefined layouts, insert multimedia elements, and apply simple transitions between slides.
- Create basic presentations with Google Slides independently.

Productive

- Master the advanced features of Google Slides and create professional, engaging presentations.
- Use custom themes, animations, sophisticated transitions, and collaborate with other users in real time.
- Design effective presentations and solve most problems independently.

Advanced

- Design highly professional, interactive presentations.
- Use advanced tools such as slide mockups, animation triggers, and storytelling features to create dynamic, impactful presentations.
- Solve complex problems and guide other users in the advanced use of Google Slides.

Expert

- Demonstrate in-depth knowledge of all functionalities and best practices of the application.
- Design and implement sophisticated solutions for complex projects, ensuring the visual and narrative quality of presentations
- Provide advanced technical expertise to an organization.
- Train and advise other users on the advanced use of Google Slides.

Business Applications

Achievement of the Beginner score defines little or limited knowledge of the Slides application, including the application's basic functions and features, highlighting the inability to use the application in a professional environment.

For a content manager, basic skills mean creating, structuring, and distributing digital content in line with editorial strategy.

For a promotion manager, administrative assistant, or salesperson, productive skills include creating marketing plans, exploiting multimedia assets, and supporting the communication of promotional actions.

For a marketing or product manager, sales lead, or marketing specialist, advanced skills enable the creation of clear supports for campaigns, studies and analyses, and facilitating communication with teams.

For a graphic designer, team leader, sales manager, or marketing lead, expert skills allow a candidate to create and adapt presentations according to an organizational editorial framework. The candidate is also able to train other users on the software.

Domain 1: Environment, Methods, and Slide Show

Sub-domain 1: Using the main functions of the software

Covers: Proficiency in Google Slides' core features, such as creating, editing, and presenting slides. Proficiency with text and object formatting tools, including font, color, and size.

Proficient handling of graphic objects: adding, editing, and organizing on slides.

Beginner

- Recognize a Slides presentation.
- Open and close the application.
- Understand tabs and their main functions.

Basic

- Open and create a presentation.
- Use the zoom function.
- Undo and redo an action.

Productive

- Use the different tabs available in Slides.
- Identify the different display modes.
- Master varying slide insertion methods.
- Change slide orientation.
- Demonstrate understanding of a slide master.
- Insert and delete comments.

Advanced

- Identify all tabs and associated ribbons.
- Master available display modes.
- Recover a previous version of a presentation.
- Manage printing options.

Expert

- Open and save a presentation with a macro.
- Customize the presentation display.
- Master all presentation options (zoom, laser pointer simulation, annotation).
- Demonstrate robust knowledge of all Slides file formats.
- Broadcast a presentation online.
- Manage different compatibility modes.
- Demonstrate knowledge of protection tools.

Sub-domain 2: Managing varying display modes and personalizing the environment

Covers: Navigating between view modes: normal, slide sorter, and outline. Customizing the work environment: themes, colors, and backgrounds. Use of collaboration tools: review comments and compare versions.

Beginner

- N/A

Basic

- Print a presentation.
- Navigate within a presentation.

Productive

- Prepare a presentation for printing.
- Save as a PDF.
- Control print options.

Advanced

- Manage headers and footers.
- Navigatesbetween different display modes.
- Adjust the work area size, tool layout, and display options.
- Integrate custom graphic resources.

Expert

- Customize the display of a presentation.
- Control all presentation options (zoom, laser pointer simulation, annotation).
- Automate transitions between display modes using scripts.
- Develop custom themes and color palettes.

Sub-domain 3: Creating, managing, and customizing slideshows

Covers: Proficiency in slide creation and management techniques. Customizing slideshows with seamless transitions. Integrating content from other Google software (Google Sheets, Google Docs).

Beginner

- Open and create a presentation.
- Create and/or insert a slide.

Basic

- Select and delete a slide.
- Launch and use Slide Show mode.

Productive

- Configure Slide Show mode.
- Add transition effects between slides.
- Scroll through slides in Slide Show mode.
- Use Presenter mode.
- Use animation effects.

Advanced

- Demonstrate mastery of the varying presentation modes.
- Create a self-running presentation.

Expert

- Create and manages custom slideshows.
- Play a looping slideshow.
- Develop interactive slides.
- Deploy advanced typography and formatting techniques.

Domain 2: Text Formatting

Sub-domain 1: Applying various formatting to text

Covers: Managing placeholder text, adjusting size, position, and formatting to meet presentation needs. Using bulleted and/or numbered lists to organize and structure text content. Inserting a table into a slide and using the spell checker.

Beginner

- Increase the font size.
- Change the font.
- Change text color or size.
- Change from italics to bold.
- Underline text.

Basic

- Recognize a placeholder.
- Copy and paste text.
- Recognize spell checker suggestions.
- Change the font and body of text (bold, italics, underline, color, etc.) and reverse case.
- Create bulleted or numbered lists.
- Align text.

Productive

- Make changes to text: font, size, color; change between italics, underline, and bold.
- Recognize the presence of bullets or numbering.
- Create a text box and enter text into a shape.
- Demonstrate understanding of paragraph and line spacing.
- Use the thesaurus as well as spelling and grammar checkers.
- Search for text in a presentation and reproduce formatting choices.

Advanced

- Align text boxes.
- Use advanced formatting options (line spacing, character spacing, shading, embossing).
- Insert special characters.
- Change text orientation.
- Use autocorrect.
- Insert and format text in shapes and graphic objects.

Expert

- Apply formatting to symbols and special characters.
- Use conditional text styles.
- Insert complex mathematical symbols.
- Create and use slide masters with predefined text formatting.
- Use scripts and Google Slides extensions to automate tasks.
- Integrate interactive and animated text.

Sub-domain 2: Managing tables

Covers: Use of headers and footers to add additional information to slides by entering it via Outline view. Managing tables with all basic and advanced formatting, including color schemes, font schemes, and predefined themes.

Beginner

- Recognize the presence of bullets or numbering.

Basic

- Insert a table.
- Reduce or enlarge the size of columns and rows.
- Add and delete rows and columns.
- Merge cells.

Productive

- Apply table styles.
- Change table borders and fill.
- Restore a table style.

Advanced

- Apply custom borders.
- Merge, split, divide, and adjust table cells to create complex layouts.
- Apply conditional formatting options.

Expert

- Insert a background into a table.
- Demonstrate mastery of table style options.
- Create and customize advanced table styles.
- Use complex tabular formulas.
- Automate table management.
- Integrate tables from external sources.

Sub-domain 3: Engaging with advanced text features

Covers: Adding special symbols, special characters, or mathematical equations to slides for more precise and detailed communication. Using spelling and grammar checking tools to ensure the accuracy and quality of text content.

Beginner

- N/A

Basic

- Use the spell checker's suggestions.
- Quickly copy and paste text.

Productive

- Consult the built-in thesaurus.
- Use automatic spelling and grammar correction tools.
- Use the text search function.

Advanced

- Manage table style options (heading, total rows, alternating bands).
- Apply complex text styles.
- Use advanced typographic features to adjust line and character spacing.
- Insert special characters.

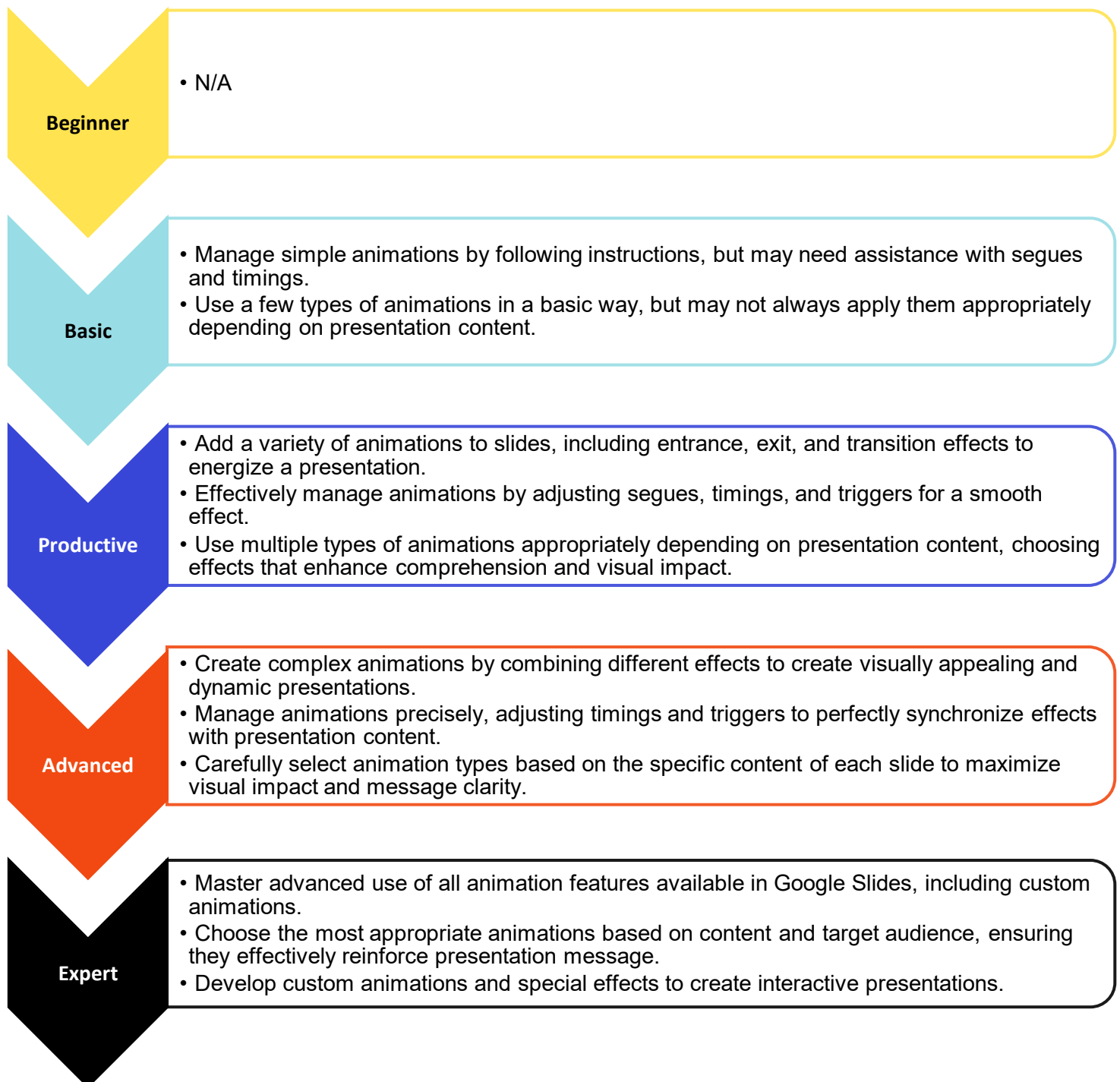
Expert

- Demonstrate mastery of Outline view.
- Create and apply custom text templates.
- Integrate interactive and dynamic text elements.
- Master advanced spelling and grammar checking tools.

Domain 3: Graphic Objects

Sub-domain 1: Creating and managing animations

Covers: Adding animations to slides to enhance a presentation. Using entrance, exit, and transition effects. Demonstrating proficiency in managing animations, including segues, timings, and triggers. Knowledge of the different types of animations available in Google Slides and the ability to apply them appropriately based on presentation content.



Sub-domain 2: Creating, modifying, and managing graphic objects and their display

Covers: Proficiency in inserting graphic objects such as images, clipart, and simple shapes, and making simple modifications to them such as resizing, rotating, and changing formatting. Creating and editing graphic objects, including vector tools.

Beginner

- Recognize an image, table, or simple shape in a presentation.

Basic

- Create and edit graphic objects (images, photos, or shapes) with the basic tools available in Google Slides, exploring features such as shape styles and effects.

Productive

- Insert and manipulate graphic objects expertly, carefully choosing visual elements that reinforce presentation message.
- Perform advanced edits to graphic objects, such as using vector tools to create custom shapes or illustrations.
- Convert presentations to video.

Advanced

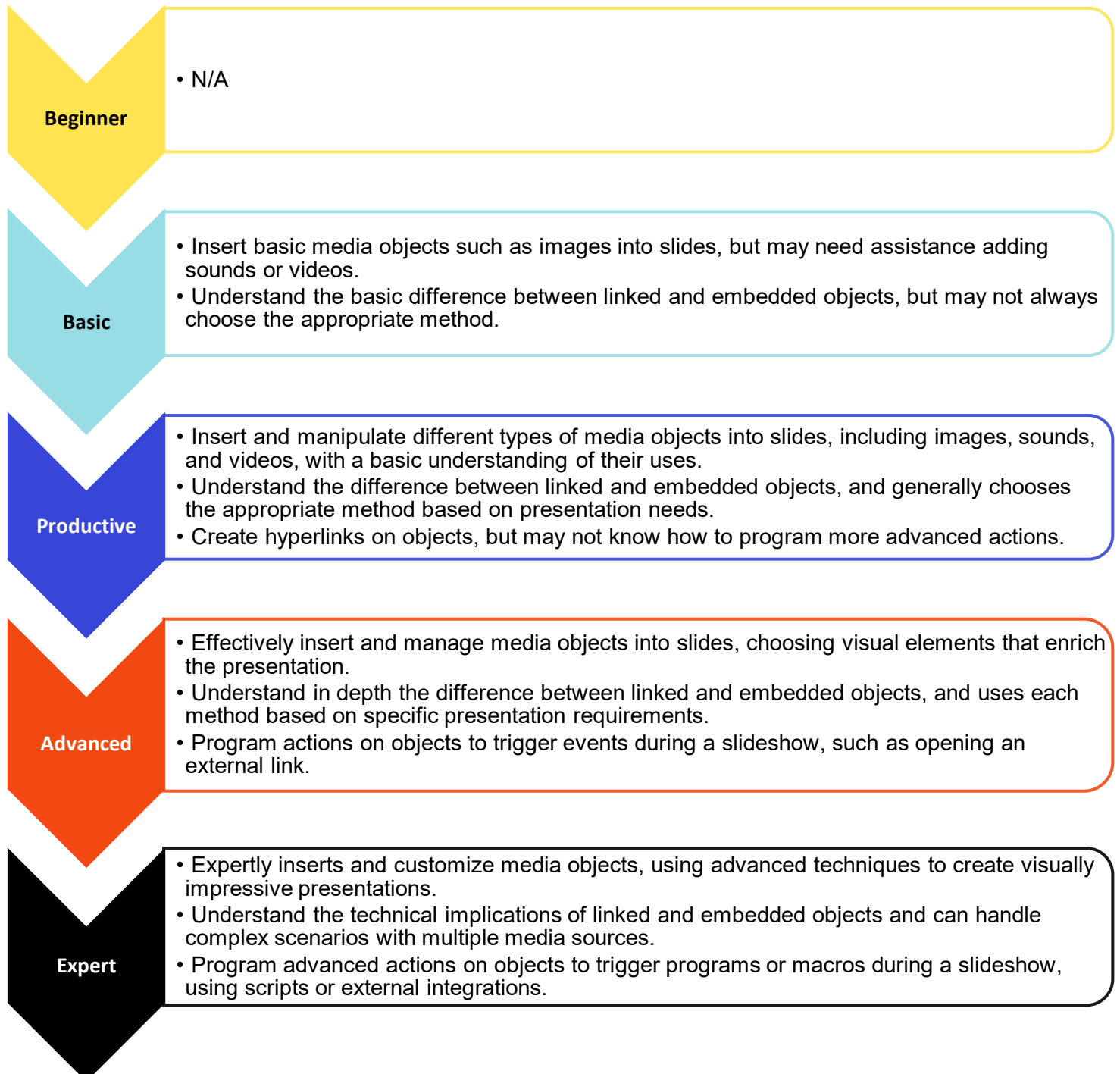
- Create and edit graphic objects with precision using a wide range of features available in Google Slides, such as image masks and alignments.
- Master vector tools to create complex illustrations and custom graphics directly in Google Slides.

Expert

- Use advanced techniques to insert, manipulate, and customize graphic objects, including the use of scripts and external tools for additional functionality.

Sub-domain 3: Inserting media objects

Covers: Inserting media objects such as sounds, videos, and linked or embedded objects from Google Docs or Google Sheets, with an understanding of the difference between linked and embedded objects. Knowing how to program an action on an object so that a program or macro can be triggered during a slideshow.



Domain 4: Themes and Templates

Sub-domain 1: Creating and modifying presentation templates

Covers: Ability to use an existing template and make simple modifications to meet specific presentation needs. Creating custom templates from scratch, defining layouts, styles, and recurring elements for future use. Proficiency in using and modifying complex templates to meet more advanced presentation requirements.

Beginner

- Use existing templates to create presentations, but only employ simple modifications such as changing text or colors.

Basic

- Use existing templates to create presentations, making changes such as formatting text and images.

Productive

- Create custom templates from scratch by defining basic layouts and adding recurring elements such as headers and footers.
- Use and modify slightly more complex templates by adjusting styles and formats to meet specific presentation needs.

Advanced

- Demonstrate mastery of existing templates, customizing every aspect of the presentation to match branding and design requirements.
- Create complete custom templates from scratch, defining sophisticated layouts and consistent styles for future use.

Expert

- Demonstrate proficiency in using and modifying complex templates, including advanced style customization and slide master management.

Sub-domain 2: Managing slide layouts in Master view

Covers: Managing different slide masters and layouts to customize the structure and design of slides. Demonstrating mastery of Master view layouts to efficiently organize content elements on slides and improve the visual consistency of a presentation.

Beginner

- Access Master view and navigate between the different available layouts.
- Use predefined presentation templates.

Basic

- Restore a presentation's default formatting.
- Add new layouts to Master view.
- Modify the properties of text boxes, backgrounds, and graphic elements.

Productive

- Add, delete, or rearrange content areas.
- Modify existing layouts in Master view by adjusting layout elements such as titles, text, and graphic objects.

Advanced

- Demonstrate a full understanding of the features of Master view.
- Use scripts or plugins to automate the creation and management of Master view layouts.
- Integrate custom fonts, colors, and visual elements into Master view layouts.

Expert

- Integrate animated transitions.
- Integrate interactive multimedia objects.
- Employ and interact with comments.
- Create responsive templates.

Sub-domain 3: Applying and modifying a predefined theme

Covers: Applying predefined themes to quickly style a presentation and match its appearance to the content. Modifying existing themes by adjusting background styles, theme colors, and other elements.

Beginner

- N/A

Basic

- Make changes to predefined themes.
- Apply a predefined theme to a presentation.

Productive

- Apply a predefined theme to the entire presentation or to selected slides.
- Apply a background style.
- Change theme colors.
- Change theme fonts.

Advanced

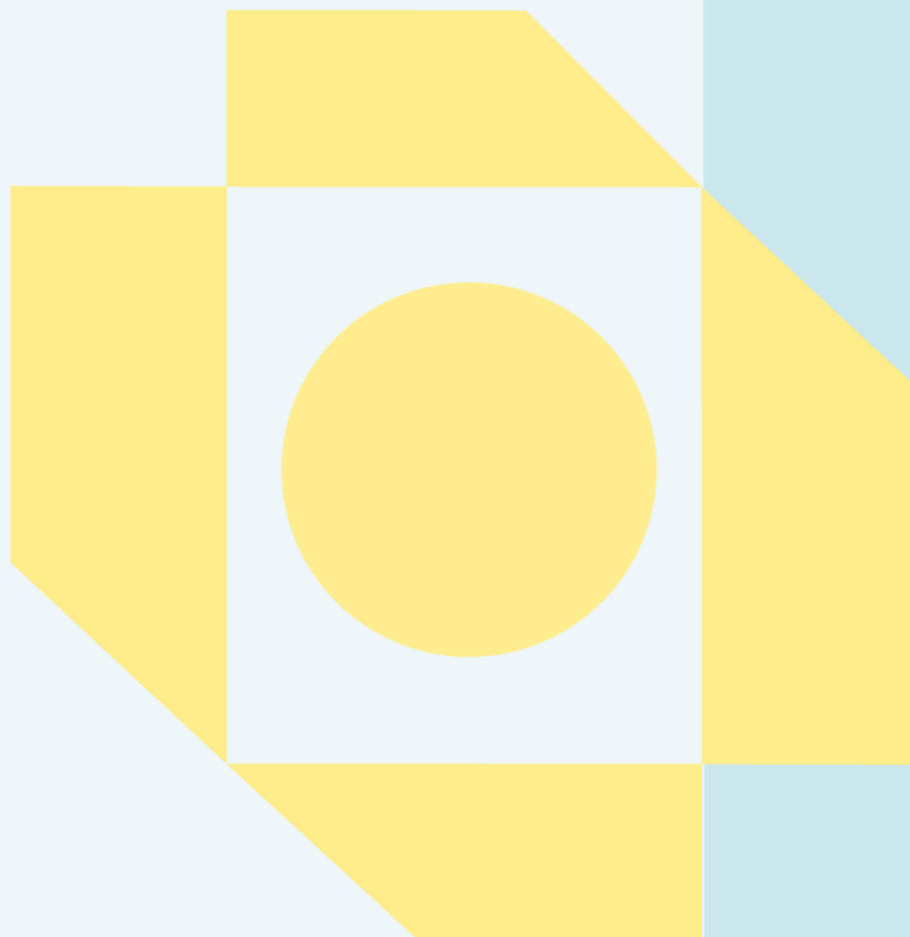
- Manage themes, font schemes, and color schemes.
- Distribute themes and templates.

Expert

- Customize themes and templates.
- Include customization of shadows, gradients, and text styles.
- Create variations of predefined themes.



Your skills. Your advantage.



contact@isograd.com

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