



Your skills. Your advantage.

Tosa Microsoft PowerPoint 365

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 Microsoft PowerPoint 365.

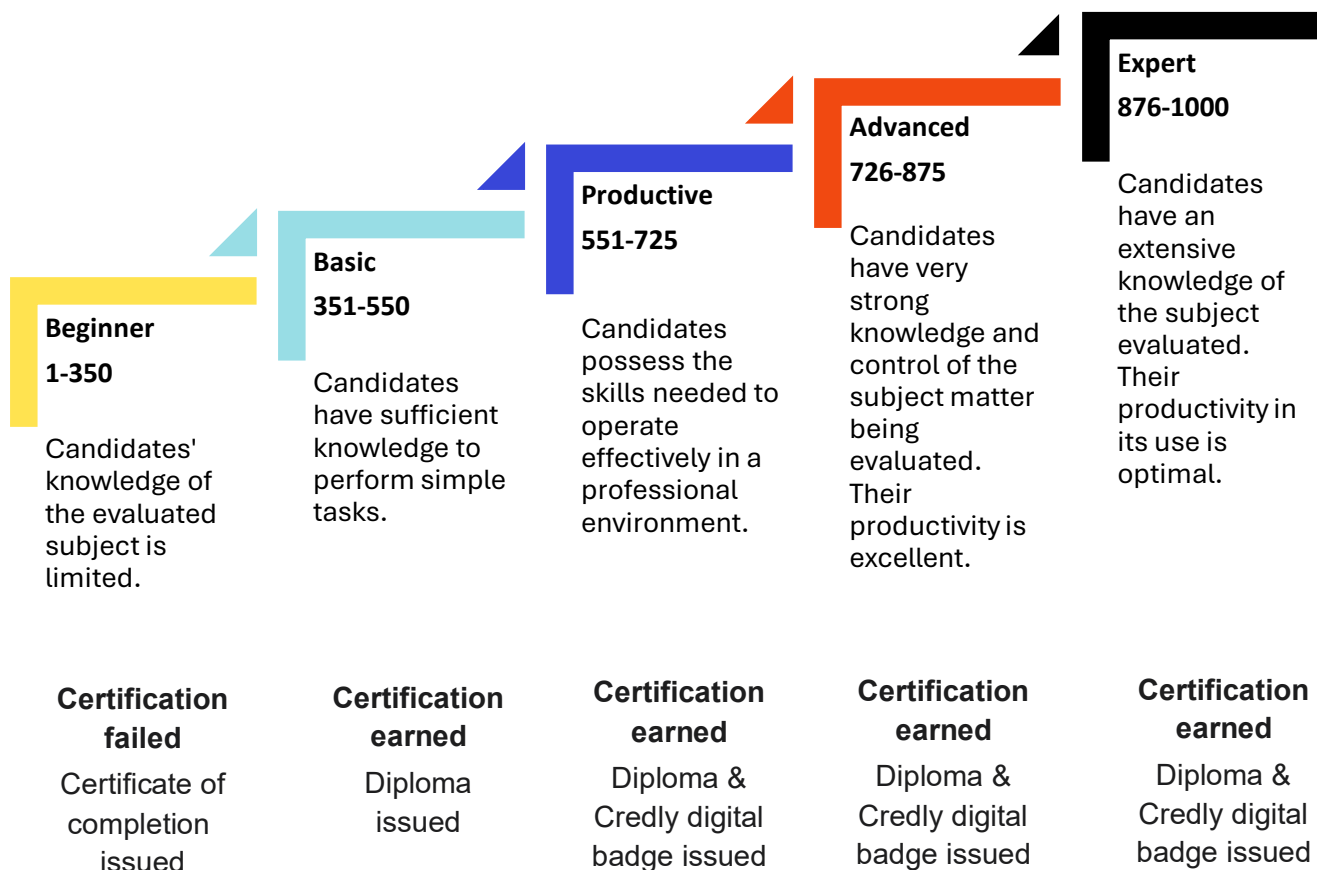
Tosa® assessment and certification solutions are designed to determine learners' proficiency levels using a single scoring scale—ranging from 0 to 1000 for certification—and divided into five levels, from “Beginner” to “Expert,” for the assessment.

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 Microsoft PowerPoint 365. 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® Microsoft PowerPoint 365 certification

The Tosa Microsoft PowerPoint 365 Certification relies on a database of more than 250 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 Microsoft PowerPoint 365 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.

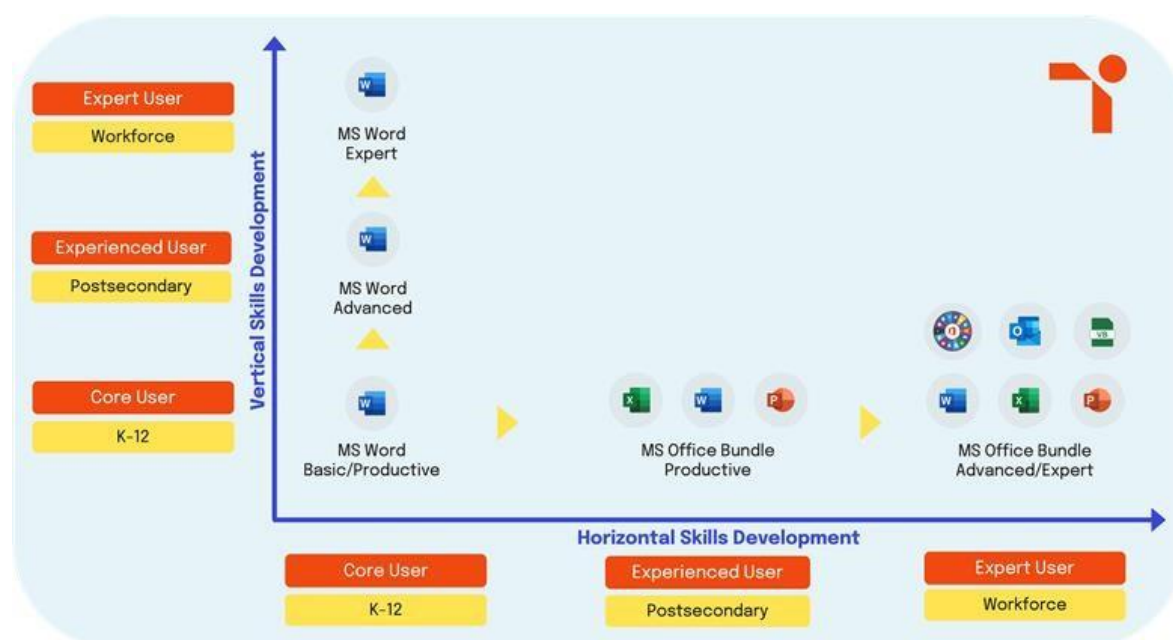
Tosa certifications can be retaken when they expire. Earners willing to improve their score and proficiency level can retake the exam at any time.

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 Microsoft PowerPoint 365 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 Microsoft Office Bundle Certification**, users can expand their skill set **horizontally** across Microsoft 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.

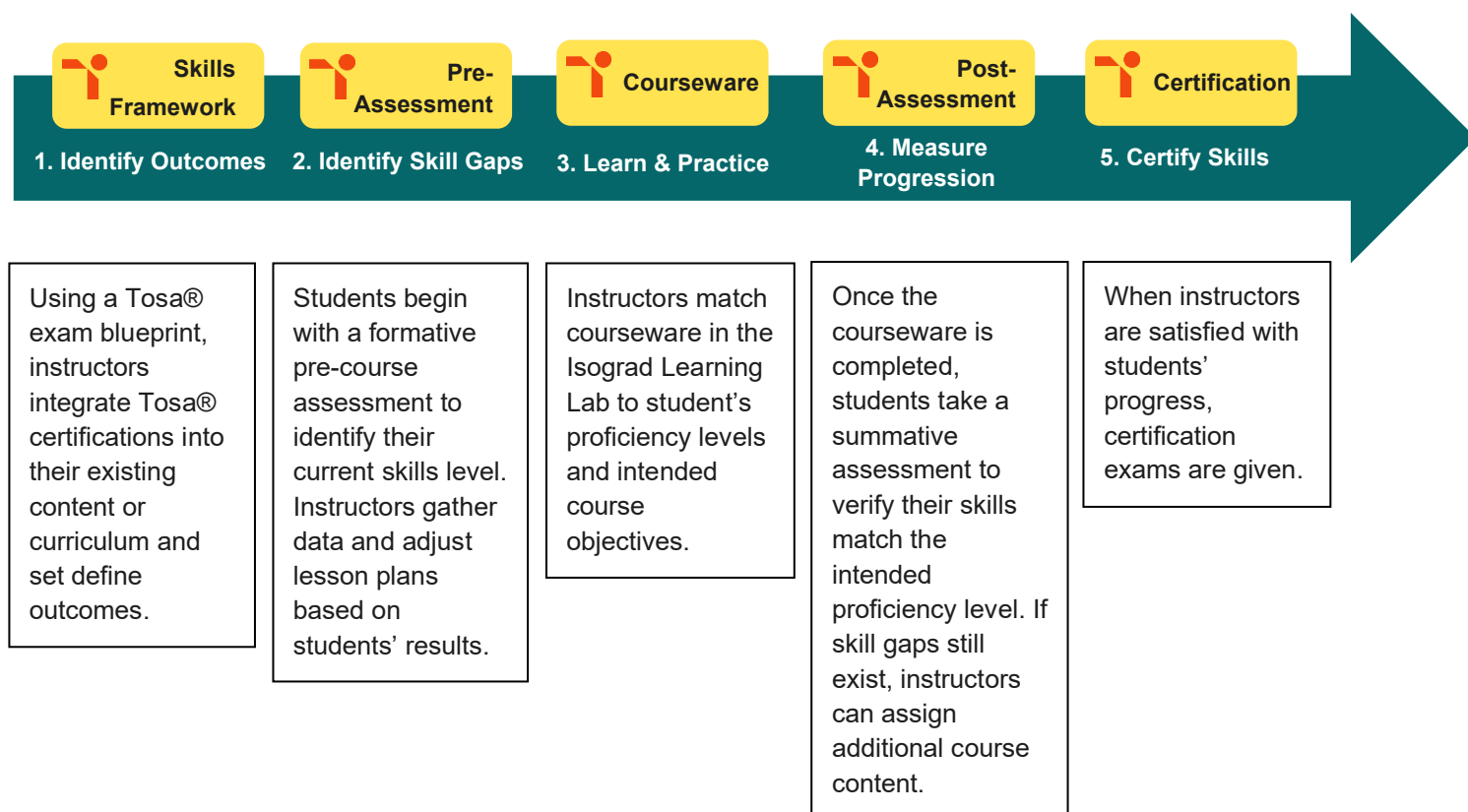


Isograd Learning Lab

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® Microsoft PowerPoint 365 Level Descriptions

At each level, candidates can:

Beginner

- Navigate the user interface and open existing presentations.
- Demonstrate ability with basic actions such as adding text to slides, changing text font and size, and selecting predefined templates.

Basic

- Create simple slides with text and images.
- Apply basic formatting.

Productive

- Create well-structured presentations with attractive visual content.
- Add elements such as graphics, tables, and videos and integrate them coherently into slides.
- Employ advanced features such as transitions, animations, and slide masters.

Advanced

- Create highly professional presentations with complex layouts and interactive features.
- Master the use of advanced design tools, such as creating custom templates and adding macros.
- Independently solve complex technical problems and optimize presentation performance.

Expert

- Demonstrate a thorough knowledge of all the software's functionalities and is able to use them creatively to produce innovative and effective presentations.
- Manage complex presentation projects, from initial conception to final delivery, ensuring visual and narrative consistency.
- Demonstrate ability to train others in the application's best practices.

Business Applications

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.

For a receptionist, administrative assistant, or office clerk, skills at this level enable a candidate to manage basic PowerPoint presentations: open and navigate slides, create and edit simple content, apply consistent text formatting, and insert basic images or tables to visually support the information.

For an executive assistant, HR specialist, or communications coordinator, these skills enable a candidate to create, organize, and professionally format presentations; insert tables, graphics, and other visual elements; proof content for clarity and accuracy; and prepare a polished final version for printing, presenting, or digital sharing.

For a marketing associate, content creator, executive assistant, or office manager, these skills enable a candidate to design, enhance, and structure a presentation such as a pitch deck or status report; manage graphic elements like images, shapes, icons, or charts; and export or share the presentation in the appropriate format for various audiences.

For an office manager, HR manager, communications director, or other advanced office professional, these skills enable a candidate to customize the PowerPoint environment, structure and deliver complex information clearly, design presentations tailored to specific audiences, and manage advanced visual elements such as SmartArt, dynamic charts, slide masters, and layered image layouts.

Domain 1: Environment and Methods

Sub-domain 1: Employing the principal functions of the application

Covers: Navigating the interface; creating and managing slides; using text and object formatting tools; inserting and editing media; applying transitions and animations; and using collaboration and sharing features.

Beginner

- Open and close the application.
- Know the most common tabs and their main functions (File, Home, Insert, Slideshow).
- Open and create a presentation.

Basic

- Know the most common tabs and their main functions (File, Home, Create, Insert, Slideshow).
- Open and create a presentation.
- Create and/or insert a slide; select and delete a slide.
- Save and print a presentation.
- Move within a presentation; use zoom.
- Undo and redo an action.

Productive

- Use different tabs.
- Recognize different display modes (Normal, Slide Sorter, Comment Page, Master).
- Master the different slide insertion methods.
- Modify slide orientation.
- Hide slides.
- Insert and delete comments.

Advanced

- Demonstrate understanding of all tabs and associated ribbons.
- Master the different display modes.
- Customize the display.
- Customize tabs and ribbons.
- Displays the Developer tab.

Expert

- Fully master the Developer tab.
- Open and save a presentation with a macro.
- Customize presentation display.
- Customize automatic saving.

Sub-domain 2: Managing display modes and customizing the environment

Covers: Navigating between display modes; customizing the user interface; using view options; managing multiple views; setting presentation preferences; and customizing keyboard shortcuts and menu options.

Beginner

- Save a presentation.

Basic

- Print a presentation.
- Move within a presentation.
- Use zoom.
- Undo and redo an action.

Productive

- Prepares a presentation for printing.
- Distinguishes between Save and Save As commands.
- Save in PDF format.
- Master printing options.

Advanced

- Recover an old version of a presentation.
- Recognize different PowerPoint file formats (including .potx and .potm).
- Manage printing options efficiently for various projects.

Expert

- Configure customized keyboard shortcuts.
- Develop macros to automate repetitive or complex tasks.
- Integrate and manage add-ins.

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

Covers: Creating slideshows; managing slideshow structure; customizing design templates; using slide mask features; managing versions and revisions; exporting and sharing slideshows.

Beginner

- Create and/or insert a slide.

Basic

- Launch and use Slideshow mode.

Productive

- Configure slideshow mode.
- Add transition effects between slides.
- Scroll through slides.
- Use Presenter mode.
- Employ predefined animation effects.

Advanced

- Organize slides by the Outline view.
- Move text within an outline.
- Insert and manage sections.
- Manage headers and footer .
- Master different presentation modes (Slideshow mode, Presenter mode, Playback mode).
- Create self-executing presentations.

Expert

- Master all presentation options (zoom, laser pointer simulation, annotation).
- Create and manage customized slideshows; loop slideshows.
- Master all PowerPoint file formats.
- Create a video presentation; broadcast a presentation online.
- Manage different compatibility modes; employ protection tools.
- Merge and compare presentations.

Domain 2: Text Formatting

Sub-domain 1: Applying text formatting at the character level

Covers: Manipulating text by applying various character modifications.

Beginner

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

Basic

- Recognize a reserved space.
- Change font and text size (bold, italic, underlined, etc.).
- Reverse case.
- Use colors.
- Create bulleted or numbered lists.
- Align text.

Productive

- Create text zones; manage font styles; modify character spacing and line spacing.
- Apply text effects.
- Reproduce formatting.
- Split text into columns.
- Enter text in a form.
- Use tabs effectively.

Advanced

- Apply WordArt styles.
- Perform Paste Special; use the Clipboard pane.
- Align text boxes.
- Insert special characters.
- Change text orientation.
- Use automatic corrections and translation tools.

Expert

- Use WordArt styles.
- Use advanced font tools.
- Insert an equation.
- Fully understand all Paste Special options.
- Manage spelling correction options.

Sub-domain 2: Managing tables

Covers: Creating, modifying, and formatting tables in PowerPoint. Organizing data clearly and efficiently, making presentations easier to read and understand.

Beginner

- Insert a simple table.

Basic

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

Productive

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

Advanced

- Create cross-references in a presentation.
- Insert hypertext links.
- Master the Find and Replace functions.

Expert

- Master table style options.
- Insert a background in a table.

Sub-domain 3: Deploying advanced text functions

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 accuracy and quality of textual content.

Beginner

- N/A

Basic

- Use spell checker suggestions.
- Copy and paste text.

Productive

- Use the thesaurus.
- Employ the automatic spelling and grammar checker.
- Launch the search tool.

Advanced

- Manage table style options (header row, totals row, banded rows).
- Apply advanced text styles.
- Use advanced typography features to adjust spacing.
- Integrate special symbols.

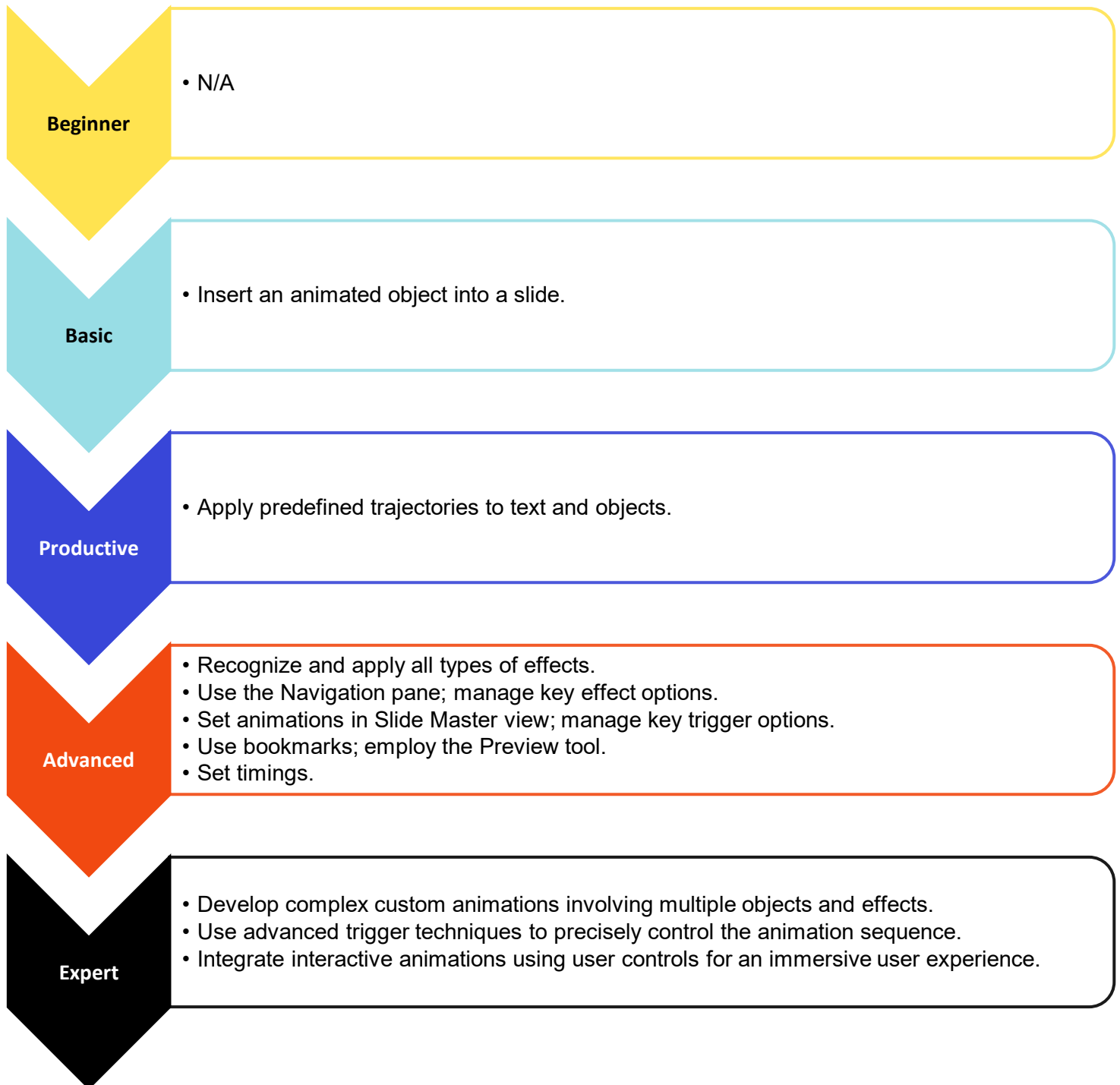
Expert

- Master Outline view functionalities.
- Create and use customized text templates.
- Integrate dynamic and interactive text functionalities.
- Master the use of spelling and grammar checking tools.

Domain 3: Graphic Objects

Sub-domain 1: Creating and managing animations

Covers: Adding animations to different objects on PowerPoint slides and managing their effects.



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

Covers: Creating, editing, and customizing different types of graphic objects in PowerPoint.
Managing the layout and display of graphic objects on presentation slides.

Beginner

- Recognize a picture, table, or simple shape in a presentation.

Basic

- Insert a simple graphic object (image, photo, or simple shape).
- Move an object in a presentation.
- Resize an object.

Productive

- Insert various graphic objects such as SmartArt charts and diagrams.
- Insert complex shapes such as connectors, diagrams, and bubbles.
- Recover a PowerPoint graphic as an image.
- Change the order of objects, whether background or foreground.
- Crop an image.
- Duplicate an object.

Advanced

- Convert shapes and apply effects to them.
- Retouch an inserted image.
- Organize graphic objects from the Selection pane.
- Group and ungroup elements.
- Align objects.
- Use advanced vector tools.
- Use the eyedropper.

Expert

- Take full advantage of advanced positioning, alignment, and distribution functions.
- Develop advanced techniques for creating custom graphic objects.
- Create complex illustrations and detailed diagrams.

Sub-domain 3: Inserting media objects

Covers: Integrating images, videos, audio files, and animations into a PowerPoint presentation. Positioning, resizing, formatting, and customizing media objects on the slide, according to the needs of the presentation.

Beginner

- N/A

Basic

- Insert simple media objects such as images or videos into a presentation.
- Recognize common PowerPoint-compatible file formats for inserting media objects.

Productive

- Insert different types of media objects such as images, videos, audio files, etc., and position them in a presentation as required.
- Know the basic features for editing and formatting media objects once inserted into the presentation, such as resizing, cropping, or applying styles.

Advanced

- Insert a video file.
- Insert objects from other Office applications (Word, Excel).
- Take screenshots.

Expert

- Insert any type of object, including audio and video files.
- Perfectly master audio and video objects, including inserting, editing, and managing them in the presentation.

Sub-domain 4: Managing OLE protocol

Covers: Using the OLE protocol in PowerPoint to integrate and manipulate created objects (charts, tables, Excel spreadsheets, Word documents, PDF files, etc.) from other applications.

Beginner

- N/A

Basic

- Recognize the existence of linked or embedded objects in a presentation, without fully mastering how the OLE protocol works.
- Understand the basic concepts of the OLE protocol and its relevance in inserting external objects into a PowerPoint presentation.

Productive

- Understand how the OLE protocol works and is able to manage linked or embedded objects in a presentation, including modifying and updating these objects.
- Use advanced linking and embedding features to integrate external objects effectively into a PowerPoint presentation.

Advanced

- Differentiate between linked and embedded objects.
- Automate the updating of linked objects from external sources.
- Develop resource management strategies to optimize the use of OLE objects in presentations.
- Customize security settings to control access and manipulation of embedded OLE objects.
- Employ advanced linking features to create complex workflows between PowerPoint and other applications.

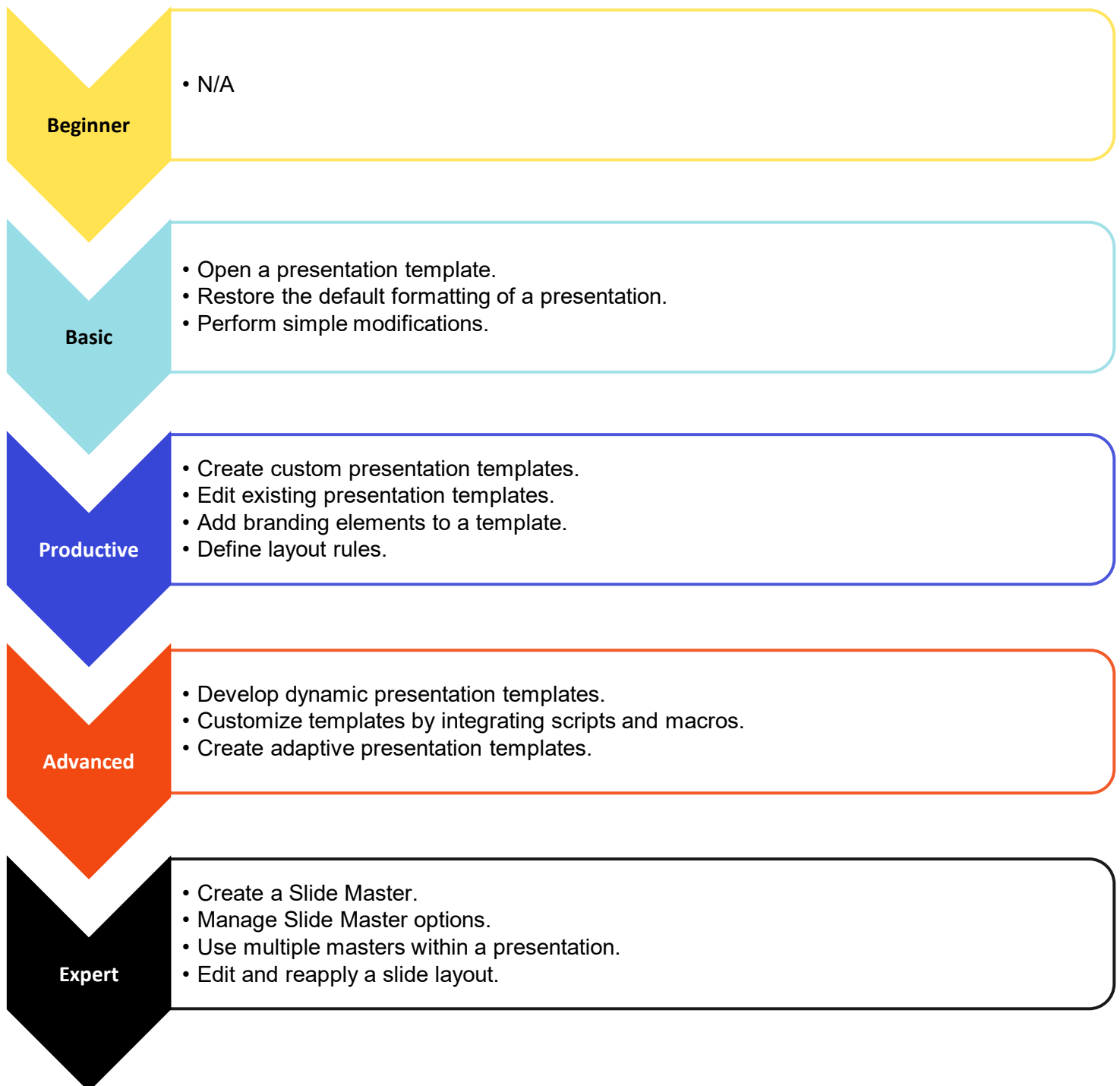
Expert

- Exhaustively master all types of animation, especially via the Animation pane.
- Perfectly manage all animation parameter options, including sound, text animation, timing, triggers, etc.
- Demonstrate full understanding of slide transitions, from both animation and audio points of view.

Domain 4: Themes and Templates

Sub-domain 1: Creating and modifying presentation templates

Covers: Creating templates by defining slide layouts; choosing consistent fonts, colors, and backgrounds; and adding design elements. Modifying and adapting existing templates to specific presentation needs, adjusting visual elements, text styles, and page formats.



Sub-domain 2: Managing slide layouts in Slide Master view

Covers: Using Slide Master view in PowerPoint to create, modify, and customize slide layouts and design elements globally.

Beginner

- N/A

Basic

- Apply predefined layouts from Slide Master vie.
- Understand the basic concepts of slide layouts and can use them to structure content simply.
- Use layouts to define the overall structure of slides, such as titles, subtitles, and content placeholders

Productive

- Modify predefined layouts.
- Create new slide layouts.
- Apply layouts from Slide Master view.
- Manage multiple slide masters.

Advanced

- Master the creation and editing of slide layouts.
- Develop effective strategies for managing multiple slide masters.
- Integrate interactive and dynamic elements into slide masters.

Expert

- Use multiple slide masters within a presentation.
- Modify and reapply a slide layout.
- Integrate animated transitions.
- Integrate interactive multimedia objects.
- Insert comments.
- Create adaptive templates.

Sub-domain 3: Applying a predefined theme and modifying a theme

Covers: Choosing a predefined theme from PowerPoint's options and applying it to a presentation. Modifying and customizing the selected theme.

Beginner

- N/A

Basic

- Apply a predefined theme to a presentation.

Productive

- Apply a predefined theme to an entire presentation or to selected slides.
- Apply a background style.
- Use template variants.
- Modify theme colors.
- Modify theme fonts.

Advanced

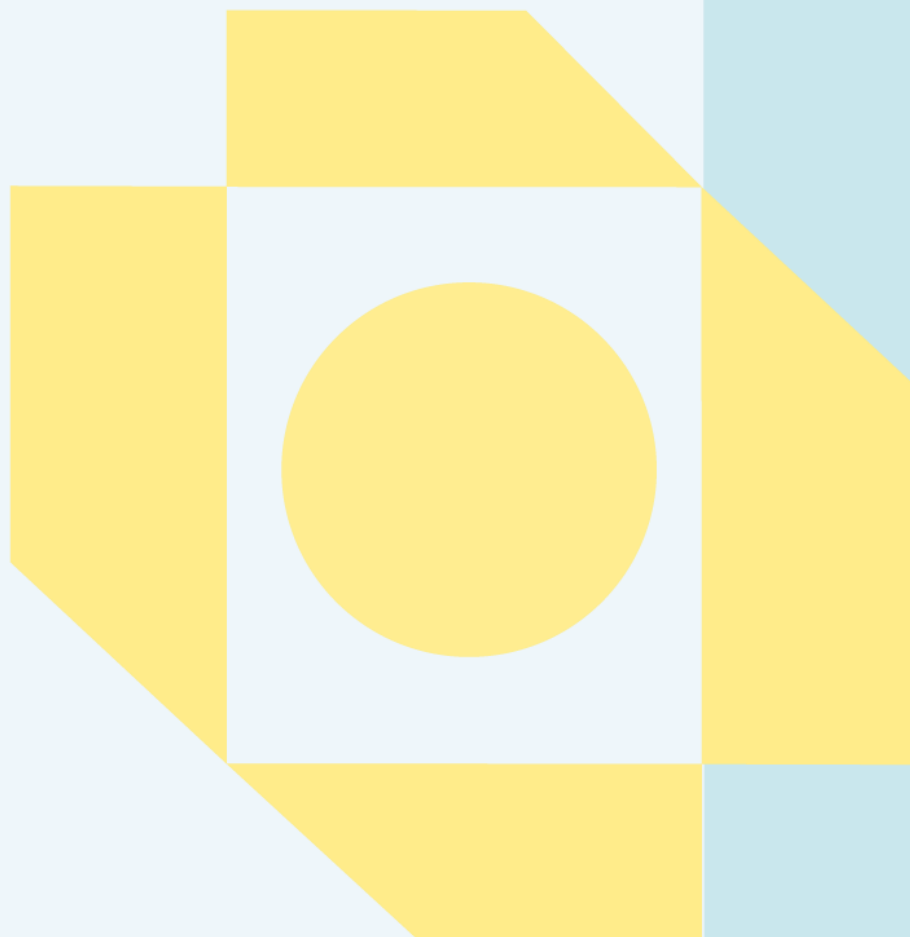
- Create customized presentation themes (.thmx extension).
- Master advanced editing techniques.
- Integrate interactive and multimedia elements into presentation themes.
- Create custom templates (extension .potx .potm).

Expert

- Manage themes, font sets, and color schemes.
- Distribute themes and templates.
- Customize themes and templates.
- Integrate shadow, gradient, and text style customization.
- Create variants of predefined themes.



Your skills. Your advantage.



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www.tosa.org