



CERTIFIED PRESENTATION SPECIALIST™

with PowerPoint® proficiency

STUDY AND REFERENCE GUIDE | CPS™



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The Certified Presentation Specialist™ Study Guide

Congratulations on deciding to test for the Certified Presentation Specialist credential!

The Certified Presentation Specialist exam comprises three components: verification of six months or more experience with at least 1,000 hours of presentation experience and payment of fees, an online test, and a practical exam requiring you to complete a series of presentation tasks. Both exams are based on the 163 Presentation Industry Standards identified by the Presentation Guild.

1. Your experience validation and payment must be submitted first.
2. The online test comprises a random selection of 130 out of 163 questions. The questions are in four formats:
 - a. Single choice questions have only one answer and include True/False questions.
 - b. Multiple choice questions have two or more answers and will always have at least one wrong answer. Correct answers count for one point and incorrect answers deduct one point from that question.
 - c. Matching questions require you to match a set of terms to their description using drag and drop. Correct answers count for one point and incorrect answers deduct one point from that question.
 - d. Fill in the blank questions require you to type in the answer. The answer must be spelled correctly but capitalization doesn't matter. Some questions have more than one answer. Correct answers count for one point and incorrect answers deduct one point from that question.

You will have 3.5 hours to complete the written test. A score of 80% is required to pass.

3. The practical test consists of nine PowerPoint files, one for each of the nine categories in the Presentation Industry Standards. You will be asked to perform specific tasks in each file. The files must be downloaded, completed, and uploaded within 48 hours of starting the test. You must complete at least seven of the nine files correctly to pass.

The Presentation Industry Standards and the test are based on the latest Windows 11 version of Microsoft 365 PowerPoint. Approximately 10% of the questions and tasks use features that may not be available in other versions of PowerPoint (i.e., MS Office for Mac or earlier MS Office releases for Windows). A trial version of Microsoft 365 PowerPoint is available from Microsoft.

This reference provides you with the appropriate industry standards in the nine categories, a brief description of each standard, and what you should research, study and/or practice to pass the exam. We also recommend you reference [Microsoft's PowerPoint Help Center](#) for additional clarity of topics.

Good Luck! We're rooting for you.

Audio/Video

Audio/Video (A/V) is a digital recording of a moving image(s) and/or sound(s). A/V may be a video file, audio file, and/or any type of object requiring playback.

ID	STANDARD	DESCRIPTION	WHAT TO STUDY AND/OR PRACTICE
AS1	Know and understand copyright rules/right to use.	All audio and video files have various levels of rights to use/copyright to protect creators. The right to use a file is determined by the type of use, its context, and the creator's sharing decision.	Research Creative Commons licensing.
AS2	Know and understand different A/V formats.	There are various audio and video file formats available, and not all of them will be compatible with your presentations.	Study Video and audio file formats supported in PowerPoint.
AS3	Know and understand methods for inserting/connecting A/V (e.g., link vs. embed vs. streaming).	There are various ways to insert audio and video files in a presentation, all of which will have an impact on playback depending on the use/distribution of the presentation.	Get familiar with the limitations of each insertion/connection mode.
AS4	Know and understand the impact of A/V file properties.	A/V file properties can help us understand if a file will be adapted for our presentation or not.	Get familiar with the file properties that have an impact on presentations.
AS5	Know how to add a quiz to a slideshow.	Adding a quiz in a presentation can only be done using Microsoft Forms and is only available to Office 365 Education and Office 365 Commercial subscribers.	Research Microsoft Forms used in PowerPoint.
AS6	Know how to add attribution to an A/V file.	Adding attribution in File properties or on the slide	Study Creative Commons licensing.
AS7	Know how to crop video.	Cropping a video allows us to remove areas not required for our presentation.	Practice cropping video files with video formatting in PowerPoint.
AS8	Know how to determine quality usefulness of A/V file.	The quality and usefulness of A/V files depends on the compression level of files compatible with PowerPoint.	Get familiar with audio and video files types compatible with PowerPoint and the uncompressed/lossless compression/lossy compression terminology associated with them.
AS9	Know how to hide the audio speaker icon.	The audio file speaker icon shows the presence of an audio file, but it can be hidden during slideshow mode to improve the visual quality of the presentation.	Practice hiding the audio speaker icon in PowerPoint.
AS10	Know how to modify A/V playback.	Audio and video files playback can be adjusted in various ways within PowerPoint.	Practice how to modify A/V playback options within PowerPoint.

ID	STANDARD	DESCRIPTION	WHAT TO STUDY AND/OR PRACTICE
AS11	Know how to play sound across slides.	Audio files can be played across all slides if the correct settings are chosen.	Practice using the various audio settings available in PowerPoint.
AS12	Know how to record and/or narrate a slideshow.	PowerPoint offers features to add narration or record a slideshow easily.	Practice the various ways to add narration/record a slideshow and what settings can be used.
AS13	Know how to save a presentation to video.	It is possible to save a presentation as a video within PowerPoint.	Practice the various ways to save a presentation as a video in PowerPoint.
AS14	Know how to trim A/V.	PowerPoint allows trimming of audio and video files without using another software.	Practice how to trim an A/V file in PowerPoint.

Branding

Branding is the incorporation of distinctive characteristics associated with a product, company, person, etc., (brand) into a presentation. Branding may include color, typography, images, and/or any items from the nine categories of expertise in the industry standards.

ID	STANDARD	DESCRIPTION	WHAT TO STUDY AND/OR PRACTICE
BS1	Know how to adjust logo format (e.g., png, svg, etc.).	Logos should always be in PNG or SVG format. The format determines what adjustments you can make to the logo.	Make changes to png and svg logos.
BS2	Know how to modify colors to match brand.	Objects in a branded presentation should match colors as defined by the brand.	Change the colors of objects to exactly match colors from a logo or branding guidelines.
BS3	Know how to modify the footer for brand.	Consistent footers are an important element of a branded presentation.	Add and modify footers in the Slide Master.
BS4	Know how to modify theme fonts to match brand.	Custom font themes allow for branded font consistency in branded presentations.	Create font themes to exactly match fonts from branding guidelines.
BS5	Know how to use brand guidelines in presentations.	Brand guidelines should be followed as closely as possible for branded presentations.	Save color themes, font themes, and logo size and position and set capitalization in text placeholders.
BS6	Know how to use branded theme/template.	Themes play a critical role in branded presentations.	Save and apply custom themes using all available methods in PowerPoint.

Color

Color is the appearance of objects that is characterized in terms of hue, brightness, contrast, luminosity, and saturation. Color is an aspect of visual perception that enables the differentiation of otherwise identical objects.

ID	STANDARD	DESCRIPTION	WHAT TO STUDY AND/OR PRACTICE
CS1	Know and understand basic color theory.	Basic color theory starts with understanding the color wheel.	Study the system of colors on the color wheel.
CS2	Know and understand color brightness.	Brightness is the relative lightness or darkness of a color.	Change color brightness using HSL color settings.
CS3	Know and understand color transparency.	You can make part of a picture or shape transparent to better show text that is layered on top of it, to layer pictures and/or shapes on top of each other, or to remove or hide part of a picture for emphasis. Transparent areas in pictures are the same color as the paper on which they are printed. In an electronic display, such as a presentation, transparent areas are the same color as the background.	Change the transparency of shapes using all available methods.
CS4	Know and understand the difference between theme colors vs. absolute colors.	Theme colors are a palette of colors that apply to all shapes and text in a presentation by default. Absolute colors are the custom color that is set on an individual or multiple shapes and/or text and not included in the theme palette.	Apply theme and absolute colors to shapes and text.
CS5	Know and understand types of color blindness and their impact on color choices.	Color blindness means the eye doesn't see color the way it's supposed to. Red-green color blindness is the most common, followed by blue-yellow color blindness. A complete absence of color vision—total color blindness—is rare. These are the only known types of color blindness.	Study the different types of color blindness and consider how they might impact color choices in presentations.
CS6	Know how to change object colors.	Different options are available for changing colors in shapes, text, and/or pictures.	Change colors of shapes, text, and/or pictures.
CS7	Know how to use color themes.	Colors in color themes are grouped into three categories: text/background, accent, and hyperlinks which impact specific objects in presentations.	Customize and edit color themes.
CS8	Know how to use gradient colors.	There are four types of gradients in PowerPoint with different options depending on the type of gradient.	Understand the differences and descriptions of the types of gradients.

ID	STANDARD	DESCRIPTION	WHAT TO STUDY AND/OR PRACTICE
CS9	Know how to use the color/grayscale view options to control how objects print in grayscale.	Grayscale and Black & White view give you different options to set how individual objects on a slide will be printed in grayscale or black and white respectively.	Apply grayscale options to different objects on a slide.
CS10	Know how to use the eyedropper tool.	The eyedropper tool allows you to easily pick up colors from one object on a slide and apply that color to other shapes on a slide.	Use the eyedropper tool to select colors from one object and apply that color to another object on the slide.
CS11	Know how to use the transparency tool.	Unlike other transparency features (which apply transparency to entire objects), the Select Transparent Color tool allows you to make a single color in an object transparent.	Make areas in a picture transparent.

Data Visualization

Data visualization is any object that improves the clarity of information by placing it in a visual context, such as charts, graphs, SmartArt, infographics, tables, etc. Data visualization is not restricted to numerical or quantitative data.

ID	STANDARD	DESCRIPTION	WHAT TO STUDY AND/OR PRACTICE
DS1	Be able to identify and remove "chart junk."	Chart junk is any element that does not contribute to the comprehension of information in the chart.	Remove chart junk from charts.
DS2	Know and understand all chart elements.	A chart is composed of various elements such as legends, axes, series, and other chart elements. Each chart element corresponds to an object.	Add, remove, and then identify all elements on a chart.
DS3	Know and understand basic copy/paste options for charts from Excel.	There are multiple options to copy/paste a chart from Excel to PowerPoint. Each option has different considerations.	Use all methods to copy/paste charts from Excel to PowerPoint.
DS4	Know and understand table style options.	Table Style options apply special formatting to different parts of a table.	Create then apply the table style options to tables.
DS5	Know how and when to use data labels in a chart.	Data labels are an element of a chart that can show values, series, and/or category names as well as custom values in the cells of a spreadsheet.	Use the different options for data labels.
DS6	Know how and when to use legends in a chart.	Legends decode data on a chart, but legends require extra effort. Direct labeling is a better choice when possible.	Explore the different options for legend placement and formatting. Study data visualization best practices.
DS7	Know how to add data to chart.	Charts are rarely static and often need to have data added to them.	Add data to an existing chart.
DS8	Know how to add/edit/remove axis titles.	Sometimes axis titles are needed to add clarity to charts.	Add/edit/remove axis titles in a chart.
DS9	Know how to add/edit/remove gridlines in charts.	Gridlines help viewers track data on a chart.	Add/edit/remove gridlines in a chart.
DS10	Know how to add/edit/remove tick marks in charts.	Tick marks are typically considered chart junk and should be removed.	Add/Remove tick marks in a chart.
DS11	Know how to add/edit/remove titles in charts.	Chart titles are added/removed using the Chart Elements features and edited by clicking directly on the chart title.	Use all the Chart Elements features to add/remove chart titles.
DS12	Know how to adjust table dimensions (e.g., rows, columns).	Table rows/columns can be adjusted using the Table Tools menu items and by dragging the edge of the row/column.	Adjust table rows/columns.

ID	STANDARD	DESCRIPTION	WHAT TO STUDY AND/OR PRACTICE
DS13	Know how to apply a chart template.	Chart templates are accessed through the Change Chart Type Dialog Window.	Apply different templates to a chart.
DS14	Know how to change a chart type.	A chart type can only be changed using Change Chart Type.	Apply different chart types to a chart.
DS15	Know how to change the axis in a chart.	The Format Axis pane can be accessed using several methods.	Try the different methods of opening the format axis pane and then make changes to the axis.
DS16	Know how to create a combo chart.	Combo charts are created using the Change Chart Type feature.	Apply different combo charts to a chart.
DS17	Know how to create a table.	There are multiple methods for inserting tables. An embedded spreadsheet is not a table.	Insert tables using all available methods.
DS18	Know how to create charts in PowerPoint and Excel.	PowerPoint will place sample data into a chart when you insert a new chart onto your slide. Excel does not input sample data when you create a new chart in that software.	Insert charts onto your slide using both PowerPoint and Excel.
DS19	Know how to create/modify SmartArt.	SmartArt can be inserted several ways and is very versatile for changes.	Insert and change SmartArt using all the features.
DS20	Know how to edit data visualization meta data (e.g., alt-text for charts and tables).	There are multiple methods for adding alt-text to a chart and/or table.	Use different methods for adding alt-text to a chart.
DS21	Know how to edit existing data in a chart.	Data in a chart can be modified multiple ways.	Modify data in an existing chart.
DS22	Know how to format a table.	The elements in a table can be formatted as a group or individually.	Format tables in a variety of ways.
DS23	Know how to format all chart elements (e.g., series, gridlines, plot area, etc.).	Nearly all elements of a chart can be formatted individually.	Format the individual elements of a chart.
DS24	Know how to format the background of a chart.	There are many options for formatting a chart area.	Insert a new chart then format the chart area.
DS25	Know how to format the border of a chart.	Chart borders can be formatted in a variety of ways.	Format the borders around various charts.
DS26	Know how to identify a basic chart and its purpose (e.g., line, column, bar, pie, etc.).	The best chart type depends on the data and desired comparison.	Study different chart types and their best purpose.
DS27	Know how to modify the axis scale in a chart.	The axis determines the scale of the chart, and automatic settings sometimes need to be modified.	Modify axes on a chart.
DS28	Know how to show trends in a chart.	Trends show a line of development in a chart	Add trendlines to a chart.

Functionality

Functionality is the quality of usefulness for which a presentation is designed. The characteristics of functionality are accessibility, integrity, interactivity, efficiency, effectiveness, versatility, and reliability.

ID	STANDARD	DESCRIPTION	WHAT TO STUDY AND/OR PRACTICE
FS1	Know and understand all aspects of accessibility.	PowerPoint presentations tend to be highly visual, and people who are blind or have low vision can understand them more easily if you create your slides with accessibility in mind.	Study and apply all nine methods for making presentations more accessible.
FS2	Know and understand file properties.	There are four types of file properties: Standard, Automatic, Custom, and Document Library.	Study and create the different types of file properties.
FS3	Know how to adjust elements to reduce file size.	There are several actions you can take to reduce file size.	Study and practice the different actions you can take to reduce file size.
FS4	Know how to create and modify comments and use the other Review features.	There are many features to help review a presentation.	Study and practice using the review features.
FS5	Know how to create and modify notes.	Only certain views allow you to enter and modify notes.	Add and modify notes.
FS6	Know how to embed objects/files in a slide.	Documents, spreadsheets, etc., can be embedded in a presentation.	Embed objects/files in a presentation.
FS7	Know how to proof a slideshow from beginning to end.	There are multiple things you should look for when proofing a presentation.	Proof a presentation for consistency, accuracy, spelling, grammar, etc.
FS8	Know how to proof for printing.	The print preview feature is very versatile.	Study and use the different settings in print preview.
FS9	Know how to remove metadata from a file.	Metadata is specific information associated with a file.	Remove metadata from a presentation using the Document Inspector.
FS10	Know how to save your presentation in different formats matched to your purpose (e.g., PDF, notes, handouts, record slide show, etc.)	A presentation can be saved in a variety of formats for many different purposes.	Save a presentation as different formats.
FS11	Know how to use effective file naming.	Giving your documents meaningful filenames and document properties makes them easier to find for everyone on your team and in your company. A good filename provides clues to a document's content and age.	Use different methods to give files meaningful names.
FS12	Know how to use the Document Inspector.	Hidden data can be removed using the Document Inspector.	Remove the different types of hidden data using the Document Inspector.

ID	STANDARD	DESCRIPTION	WHAT TO STUDY AND/OR PRACTICE
FS13	Know how to use the accessibility checker.	The Accessibility Checker verifies your file against a set of rules that identify possible issues for people who have disabilities. Depending on how severe the issue is, the Accessibility Checker classifies each issue as an error, warning, or tip.	Study the differences between an error, warning, or tip.

Images

Images are defined as objects in a presentation that are a visual representation of ideas, solutions, processes, data, products, services, emotions, and any concept you want the audience to better understand. Images encompass all raster and vector format photos, pictures, drawings, or other visual representation. Images are static with no intrinsic motion of their own, although motion can be applied.

ID	STANDARD	DESCRIPTION	WHAT TO STUDY AND/OR PRACTICE
IS1	Be able to identify and resolve image problems (distorted images, overly large image file sizes that need to be downsized, low resolution images).	Using images in presentations is becoming a very important element, but their size and quality need to be controlled to ensure the final presentation file looks professional.	Practice finding and correcting distorted, low resolution, and very large images in presentations.
IS2	Have a working knowledge of what makes an image legal to use in a presentation and sources for legal images.	Knowing how to legally use images in presentations is a requirement for every presentation designer/presentation professional.	Get familiar with Creative Commons licenses and rights to use images from stock sites.
IS3	Know and understand different methods for image insertion (e.g., placeholder, insert image, copy/paste, etc.) and understand the benefits and limitations for each.	PowerPoint offers more than one way to insert images in presentations. Whether a simple copy/paste, use of Insert feature, or a placeholder, the end results might look similar but there are some differences.	Insert pictures in PowerPoint to understand the differences between each method.
IS4	Know and understand image color space (e.g., RGB vs. CMYK).	Two well-known color models are RGB and CMYK. Knowing about them will help you choose the right type of images for your presentation.	Get familiar with characteristics of the RGB and CMYK color models.
IS5	Know and understand image factors that affect file size.	Image file size can be impacted by various factors that every presentation designer needs to understand.	Get familiar with the various factors that can affect image file sizes.
IS6	Know and understand the difference between raster and vector formats and the benefits and limitations of each.	Raster (composed of pixels) and vector images (composed of paths) can be used in PowerPoint, but they have different benefits and limitations that you should understand to choose file format that fits your needs.	Get familiar with raster and vector file formats and their benefits and limitations.
IS7	Know and understand what aspect ratio means.	The aspect ratio defines the relationship between the width and height of images or slides. Knowing how it works allows for overall better presentation design and formatting.	Change images' or slide elements' sizes without changing their aspect ratio.

ID	STANDARD	DESCRIPTION	WHAT TO STUDY AND/OR PRACTICE
IS8	Know different methods for adding image attributions, and when and why to use attributions.	Using images in presentations is common but respecting the copyrights and understanding the various Creative Commons licenses is an important part of the presentation designer work.	Research Creative Commons licenses and the best practices to give attribution to photos and images in presentations.
IS9	Know different methods to adjust resolution of images.	The use of images in presentations requires knowing about resolution in order to use the right quality for projection and/or printing needs.	Get familiar with image resolutions and sizes, and how to change them for your presentation needs.
IS10	Know how to add an outline around an image.	Adding image outlines can help create better contrast, or even better designs in presentations.	Add various types of image outlines in PowerPoint.
IS11	Know how to align an image(s) to other objects.	Image alignment is an essential part of good presentation design.	Practice the various way to align images in PowerPoint.
IS12	Know how to apply color transparency to an image using PowerPoint tools or external programs.	Color transparency is an important feature to help layer images in a more polished and professional way.	Apply transparency to the various types of images used in PowerPoint.
IS13	Know how to arrange an image with other slide objects.	Arranging various types of images in presentations is essential to creating various design effects.	Arrange images with other types of objects on the slides.
IS14	Know how to change image characteristics (color, corrections, artistic effects, etc.).	Changing image characteristics allows you to create better designs and more consistent looks throughout presentations.	Change the various image characteristics available in PowerPoint.
IS15	Know how to change the image size (with/without fixed aspect ratio).	Changing the size of images allows us to adapt them to our presentation design needs.	Change the size of images—with and without fixed aspect ratio.
IS16	Know how to edit alt-text for images.	Alternate text for images allows people who are blind to access a definition of the images in a presentation.	Edit Alt-text in the latest version of PowerPoint or search the Microsoft site to know more.
IS17	Know how to group/ungroup objects.	Grouping slide objects allows for easier manipulation.	Use the Group/Ungroup features in PowerPoint.
IS18	Know how to perform basic image cropping.	Image cropping allows you to hide some elements of a picture or graphics object in order to put the focus only on certain elements.	Crop pictures and graphics in PowerPoint using the crop tool.
IS19	Know how to recolor vector (.emf or .svg) and raster images.	Recoloring vector or raster images allows you to create consistent, impactful presentations by aligning them to a color palette.	Practice changing colors of vector and raster images in PowerPoint.
IS20	Know how to reset/remove PowerPoint styling and sizing.	Removing or resetting PowerPoint styling and sizing allows you to return a picture to its original state, when it was inserted in PowerPoint.	Remove styling and reset pictures in PowerPoint.
IS21	Know how to use an image as a slide background or shape fill.	Pictures can be used as slide backgrounds or shape fills in PowerPoint.	Practice adding pictures to slide backgrounds and as shape fills in PowerPoint.

ID	STANDARD	DESCRIPTION	WHAT TO STUDY AND/OR PRACTICE
IS22	Know the difference between image file types (.jpg, .png, .tif, .eps, .emf, .svg, .gif, etc.).	Images are available in various file formats. Not all are compatible with PowerPoint, and their type of compression must be understood to choose the best format for presentations.	Get familiar with image file types and understand which ones are compatible with PowerPoint, have lossy compression, or allow transparency.
IS23	Know and understand placement of multiple images (e.g., not randomly placed).	Image placement in presentations is important to create uniformity and a professional look.	Study basic principles of graphics and layout design generally used in the industry.
IS24	Understand and explain why an image might be pixelated (e.g., size, resolution, PowerPoint compression).	The various reasons for pixelated images in presentations need to be understood in order to be able to prevent them.	Understand the effects of size, resolution, and file types for images, and know how PowerPoint settings can compress images.
IS25	Know and understand metaphors.	The use of metaphors helps audiences build understanding and familiarity, while relating more efficiently to the message.	Get familiar with visual metaphors and how to use them in presentations.

Layout

Layout is the visual organization or arrangement of objects using size, alignment, placement, consistency, and order. It can refer to objects on a slide or the actual slides. Layout encompasses slide layouts and content, slide masters, and placeholders. You can modify your layout using guides, grids, Z-order, ruler, Designer, etc.

ID	STANDARD	DESCRIPTION	WHAT TO STUDY AND/OR PRACTICE
LS1	Know and understand the different types of layouts.	There are several standard slide layouts that include different types of placeholders.	Apply different slide layouts to your presentation.
LS2	Know and understand the different types of placeholders and when to use them.	Placeholders define the content for a slide.	Use different types of placeholders.
LS3	Know and understand Z-order.	Slide objects are placed on the slide in the order you insert them, with the most recently added object being on top of the stack. This is known as the Z-order.	Reorder objects on a slide.
LS4	Know how to add footers/slide numbers.	A footer has three possible placeholders.	Add footers to slides.
LS5	Know how to adjust the size of objects visually or numerically.	Object size can be adjusted visually by dragging on the selection handles of the object. Objects can be numerically resized using features in the Format pane.	Resize objects visually and numerically.
LS6	Know how to align objects.	Objects can be aligned to each other in several arrangements.	Align objects to each other.
LS7	Know how to apply layouts, themes, and templates.	Layouts, themes, and templates provide distinctly different features to your slides.	Create a template for a presentation. Apply various layouts and themes to its slides.
LS8	Know how to arrange objects on a slide.	Objects on a slide can be arranged in order as well as position.	Arrange objects on a slide in a variety of ways.
LS9	Know how to ensure consistency of titles and content across slides (alignment, placement, text size, etc.).	Ensuring the consistency of titles and content across slides (alignment, placement, text size, etc.) is important.	Apply layouts to ensure consistency.
LS10	Know how to insert slides from other presentations and understand the impact of different options for doing this.	How you handle formatting when inserting slides can impact your presentation.	Try the different options when inserting slides into a presentation.
LS11	Know how to reorder slides.	Several views allow you to drag and drop to reorder slides.	Reorder slides in a presentation.
LS12	Know how to reset layouts.	Resetting a layout returns all slide placeholders to their original setting.	Reset and reapply layouts to a presentation.

ID	STANDARD	DESCRIPTION	WHAT TO STUDY AND/OR PRACTICE
LS13	Know how to set horizontal and vertical positions of objects visually or numerically.	There are multiple methods to control the placement of objects on a slide.	Reposition objects on a slide.
LS14	Know how to snap objects to a grid.	Objects can be snapped to a defined grid on the slide.	Turn on Snap to Grid and move objects around a slide.
LS15	Know how to turn a grid and guides on/off.	There are multiple settings for grids and guides.	Turn the grid and guide settings off and on.
LS16	Know how to use a focal point.	Focal points are areas of interest, emphasis, or difference within a composition that capture and hold the viewer's attention.	Create a focal point on a slide.
LS17	Know how to use Designer.	PowerPoint Designer detects pictures, charts, or tables on a slide and gives you several suggestions for arranging them in a cohesive, attractive layout.	Place objects and text on a slide and use Designer to create new arrangements.
LS18	Know how to use slide masters, slide layouts, and placeholders.	Slide Masters are to Slide Layouts as Slide Layouts are to Placeholders. It is a hierarchical, one to many, parent-child relationship.	Use and apply Slide Masters, Slide Layouts, and Placeholders to a presentation and slide content.
LS19	Know how to use Smart Guides.	Smart Guides are the dashed lines that appear to help you with alignment as you move shapes around the slide.	Using Smart Guides.
LS20	Know how to use the Draw Ruler.	You can use the Draw Ruler to draw straight lines or to align a set of objects. The Draw Ruler pivots to any position you want: horizontal, vertical, or any angle in between. It has a degree setting so that you can set it at a precise angle, if necessary.	Use keystrokes with the Draw Ruler.

Motion

Motion is the action of an object changing place or position or otherwise having movement. The object can be an item on a slide or the slide itself. Motion includes animations (fade, wipe, zoom, etc.), transitions (fade, wipe, pan, morph, etc.), animated .gif, etc.

ID	STANDARD	DESCRIPTION	WHAT TO STUDY AND/OR PRACTICE
MS1	Know and understand the four categories of animation effects.	PowerPoint animations include four categories of effects that help create simple to complex animations schemes.	Use the four animation categories and get familiar with what they can accomplish.
MS2	Know and understand the animation timeline.	The animation timeline is essential to controlling how animations happen in PowerPoint.	Use the animation timeline to understand what it shows and how it controls animations on a slide.
MS3	Know and understand the difference between animations vs. transitions.	PowerPoint animations and transitions are two different features allowing you to create engaging effects.	Recognize and apply the most common animations and transitions.
MS4	Know and understand the different types of transitions.	The proper use of transitions in PowerPoint instill purposeful movements that help create context and/or appeal for the content.	Use the different transitions and get to know how they work and can improve presentations.
MS5	Know and understand the purpose of motion (when to use and when not to use).	The use of motion in presentations can help improve storytelling, content delivery, and understanding when used appropriately.	Get familiar with motion techniques that improve content delivery and understanding.
MS6	Know how and when to modify transition settings.	Adjusting transitions settings can help to create elegant and professional presentation content that enhances your message.	Change slide transition settings in a presentation to understand how they can be applied.
MS7	Know how to add animation to an object (text, shape, image).	Slide objects can be animated by using PowerPoint's built-in animation features.	Add animations to various slide objects.
MS8	Know how to add transitions.	Transitions can be applied to slides to help tell your story or manage the flow or speed of your presentation.	Add different transitions to slides to understand how they can impact your presentation.
MS9	Know how to adjust animation and transition speed.	Adjusting animation and transition speed allows to create better effects and help serve the message.	Adjust animation and transition speeds.
MS10	Know how to animate video (playback settings).	Various settings help control how a video clip is played during presentations.	Use and change the various video playback settings to control effects during slide show.
MS11	Know how to copy an animation from one object to another.	Copying animations in PowerPoint is an effective way to save on design time.	Copy animations from one object to another.

ID	STANDARD	DESCRIPTION	WHAT TO STUDY AND/OR PRACTICE
MS12	Know how to create sequential animations.	Sequential animations allow you to chunk information and create focus on content elements.	Practice the various ways to create sequential animations.
MS13	Know how to customize a motion path start/end point.	Motion paths are an animation feature for which the start and end points can be customized.	Customize the start and end points of motions paths to understand the various effect options.
MS14	Know how to modify animation settings.	Animations settings allow designers to animate objects in more precise ways to suit their needs.	Change animation settings to understand their effect on the animated object.
MS15	Know how to reorder animations.	Reordering animations allows you to create precise animations effects.	Reorder animations to understand from where it can be done.
MS16	Know how to use Morph.	The Morph feature allows you to create motion effects that can show and explain content in more efficient and dynamic ways.	Apply Morph to various types of slide objects.
MS17	Know how to use sound with animations and/or transitions.	PowerPoint allows the use of sounds in animation sequences and during slide transitions.	Use sound files in animation sequences and in slide transitions.
MS18	Know how to use Zoom.	Zoom allows you to create non-linear and interactive presentations in PowerPoint.	Create and Modify the various types of zooms.

Typography

Typography is the style, arrangement, and/or appearance of text: fonts, text and paragraph formatting, bullets, text alignment, columns, spelling, grammar, etc. It also includes using text as an image (e.g., SmartArt).

ID	STANDARD	DESCRIPTION	WHAT TO STUDY AND/OR PRACTICE
TS1	Know and understand text wrap vs. no text wrap.	PowerPoint shapes have multiple settings for text.	Wrap text within a shape.
TS2	Know and understand the difference between a Microsoft standard font, a non-standard font, and a custom font and the benefits and limitations of each.	There are four different types of fonts, each with different characteristics.	Use the four different types of fonts in a presentation.
TS3	Know and understand the difference between a textbox and a shape with text.	Text boxes and shapes have different characteristics by default.	Identify the differences between text boxes and shapes.
TS4	Know and understand the difference between Microsoft, OS, Free and Purchased fonts.	There are four different sources of fonts.	Identify the four font sources to understand their differences.
TS5	Know and understand the difference between serif and sans serif fonts.	The difference between Serif and Sans Serif fonts is a slight projection finishing off a stroke of the letter.	Identify and use Serif and Sans Serif fonts.
TS6	Know and understand the difference between title placeholders and text placeholders.	A primary difference between a title and text placeholder is the levels of text.	Determine the number of levels of text in the different placeholders.
TS7	Know and understand the different types of text alignment and when to use them.	Alignment determines the appearance and orientation of text relative to the margins of the placeholder, textbox, or shape containing the text.	Change the alignment of text.
TS8	Know and understand the different types of text formatting and how to apply them.	There are many formatting options for text.	Use PowerPoint's various formatting options to change text formatting.
TS9	Know and understand the use of text placeholders vs. textboxes and the benefits and limitations of each.	Text placeholders and text boxes have different characteristics and purposes.	Identify the differences between text placeholders and textboxes.
TS10	Know how and why to insert text in a shape.	There are multiple reasons text can and should be inserted in a shape.	Identify reasons for text to be inserted in a shape.
TS11	Know how text placeholders impact outlines and accessibility.	Placeholder text is displayed in the Outline view and accessible to a screen reader.	Observe placeholder text in the outline view.
TS12	Know how to align text in a table.	Text in a table cell can be aligned left, right, center, or justified.	Align text in a table.

ID	STANDARD	DESCRIPTION	WHAT TO STUDY AND/OR PRACTICE
TS13	Know how to apply and remove SmartArt styles to text.	Text can be converted to SmartArt and back again.	Change text to SmartArt and then back to text.
TS14	Know how to apply and remove WordArt styles to text.	Text can be converted to WordArt and back again.	Change text to WordArt and then back to text.
TS15	Know how to apply fonts from templates/themes.	Theme fonts consist of Heading and Body fonts.	Apply theme fonts to text.
TS16	Know how to change bullet and list levels.	Bullet and list levels are changed by increasing/decreasing the indent.	Apply the different ways to increase/decrease list levels.
TS17	Know how to change character spacing.	There are five predefined options for character spacing.	Change the spacing of characters in a line of text on a slide.
TS18	Know how to change line spacing.	Line Spacing Options provide five predefined settings for line spacing.	Change line spacing in a paragraph of text on a slide.
TS19	Know how to change text direction.	There are four predefined options for text direction.	Change the direction of text.
TS20	Know how to format paragraphs.	There are many options for formatting paragraphs.	Format paragraphs using the available options in PowerPoint.
TS21	Know how to indent text.	There are several options for indenting paragraphs.	Indent paragraphs differently using the available options in PowerPoint.
TS22	Know how to search and replace text.	You can quickly find and replace text throughout a presentation.	Find and replace text in a presentation.
TS23	Know how to set defaults for new text and new shapes.	Set as Default shape is available through the right click menu.	Format shapes and then set them as the Default shape.
TS24	Know how to stylize bullet and numbers lists.	There are several features for stylizing bullets and numbers.	Customize bullets and numbers in a presentation.
TS25	Know how to use custom fonts.	Custom fonts will only work on computers where they are installed.	Identify and understand the implications of working with custom fonts.
TS26	Know how to use the Replace Font tool to replace fonts across a presentation.	The Replace Font tool allows you to easily change fonts across the slides in a presentation.	Replace fonts in a presentation.
TS27	Know how to use spelling and grammar check.	Spelling and Grammar checking in PowerPoint displays errors with red squiggly lines underneath words.	Use the correction options to check spelling and grammar in a presentation.
TS28	Know how to use thesaurus.	The thesaurus provides synonyms and antonyms for the selected word.	Use the thesaurus to find replacement words for your slide content.

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