

# **TestOut<sup>®</sup>**

TestOut Desktop Pro Plus - English 5.0.x

## MOS Instructor Guide

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## General MOS Exam Information

The TestOut Desktop Pro Plus (English 5.0.x) course prepares students for the following Microsoft Office Specialist exams:

- MOS Word 2016 Core (77-725)
- MOS Excel 2016 Core (77-727)
- MOS PowerPoint 2016 (77-729)
- MOS Access 2016 (77-730)
- MOS Outlook 2016 (77-731)

The MOS exams typically include 5 to 7 short projects totaling 25 to 35 performance-based questions. Each exam must be completed within 50 minutes.

For information on exam tutorials and administering exams, go to [certiport.com](http://certiport.com) and locate educator resources.

### [MOS Exam Tutorials](#)

## MOS Practice Exams

The Desktop Pro Plus (English 5.0.x) course includes a set of practice exams to help students determine whether they are ready to take MOS certification exams. The practice exams cover Microsoft Word, Excel, and PowerPoint. Exams for Access and Outlook will be released later.

Ideally, these practice exams should be taken after students have completed the Pro Plus chapters that correspond to the desired exams.

## Highly Recommended Videos and Class Activities

While the Desktop Pro Plus course includes lab simulations for most MOS objectives, some of the objectives are covered only through text and video instruction. For these objectives, we encourage students to study the video demonstrations and to experiment with the relevant features using the live Microsoft Office applications.

Students will benefit from viewing all videos within the course. However, those who are preparing for the MOS exams should pay particular attention to the following learning resources that cover objectives that do not include lab simulations within the course:

### Microsoft Word

Pro Plus Section	Learning Resource	MOS Objective(s)
3.5.1	Formatting Images (Video)	Insert text boxes; apply artistic effects; apply picture effects
4.2.5	Text Importing (Video)	Insert text from a file or external source
4.4.3	Bulleted and Numbered Lists (Video)	Define a custom bullet character or number format
4.7.4	Cover Page (Text Lesson Video)	Insert a cover page
4.7.4	Remove Picture Backgrounds (Text Lesson Video)	Remove picture backgrounds
4.8.3	Advanced Table Formatting (Video)	Convert text to tables; sort table data
4.10.4	Table of Contents (Video)	Insert a standard table of contents; update a table of contents
6.6.1	SmartArt (Video)	Create a SmartArt graphic; format a SmartArt graphic; modify SmartArt graphic content

### Microsoft Excel

Pro Plus Section	Learning Resource	MOS Objective(s)
3.5.1	Formatting Images (Video)	Insert images; modify object properties
4.12.3	Distributing Files (Video)	Inspect a workbook for hidden properties or personal information
5.3.4	Hide Worksheets (Text Lesson Video)	Hide or unhide worksheets
5.8.3	Chart Design Features (Text Lesson Table)	Switch between rows and columns in source data; move charts to a chart sheet
5.9.2	Excel Tables (Video)	Sort data by multiple columns
5.9.4	Sparklines (Text Lesson Video)	Insert sparklines

## Microsoft PowerPoint

Pro Plus Section	Learning Resource	MOS Objective(s)
3.5.1	Formatting Images (Video)	Display alignment tools
3.5.2	Formatting Shapes (Video)	Apply styles to shapes and text boxes
4.12.3	Distributing Files (Video)	Inspect a presentation
6.3.3	Managing Presentation Content (Video)	Import Word document outlines; import slides from another presentation
6.3.4	Format Text in Multiple Columns (Text Lesson Video)	Format text in multiple columns
6.7.3	Import a Table (Text Lesson Video)	Import a table
6.10.3	Advanced Slide Show Options (Video)	Create custom slide shows

## Microsoft Access

Pro Plus Section	Learning Resource	MOS Objective(s)
7.7.1	Managing Databases (Video)	Compact a database; repair a database; create a blank desktop database; create a database from a template; back up a database; encrypt a database with a password; export objects to alternative formats
7.7.2	Formatting Tables and Managing Records (Video)	Hide fields in tables; add total rows; find and replace data; add table descriptions
7.7.3	Application Parts (Video)	Create a form from a template with application parts
7.7.4	Crosstab Queries (Video)	Create a crosstab query
7.7.5	Query Parameters (Video)	Create a parameter query
7.7.6	Action Queries (Video)	Create an action query
7.7.7	Calculated Fields and Conditional Logic (Video)	Add calculated fields; group data by using arithmetic and logical operators
7.7.8	Advanced Form Options (Video)	Sort records by form field; set form control properties; modify tab order Insert backgrounds; configure print settings
7.7.9	Navigation Forms (Video)	Create a navigation form; set a form as the startup option
7.7.10	Advanced Report Options (Video)	Group and sort fields; insert header and footer information; format a report into multiple columns
7.7.12	Additional Access Facts and Videos (Text Lesson Tables and Videos)	Recover data from backup; add validation rules to fields; control form positioning; split a database; print records; import tables from other databases; create linked tables from external sources; filter records; using input masks; modify data sources; add subforms

## Microsoft Outlook

Pro Plus Section	Learning Resource	MOS Objective(s)
8.2.1	Formatting and Sending Messages (Video)	Insert images
8.2.3	Signatures (Video)	Customize reply messages; change text formats for all outgoing messages; set fonts for new messages and responses
8.3.1	Organizing Messages (Video)	Apply categories
8.3.4	Conversations (Video)	Sort messages by conversation
8.3.5	Searching in Outlook (Video)	Create new search folders; search for items in messages, tasks, contacts, or calendars; search by using advanced find
8.3.6	Importing and Exporting (Video)	Save messages in alternate formats; export messages to a data file
8.4.1	Create and Manage Calendars (Video)	Adjust viewing details for calendars; set calendar work times
8.4.2	Calendar Items (Video)	Categorize calendar items
8.4.3	Meetings (Video)	Create calendar items from messages
8.4.4	Tasks (Video)	Create and manage tasks
8.4.5	Calendar View Tab (Text Lesson Image and Note)	Modify calendar time zones
8.5.3	Using the Navigation Bar (Video)	Customize the Navigation Pane
8.5.5	Contacts and Contact Group Options (Text Lesson Table)	Add tags to contacts

Whenever possible, instructors should provide classroom activities to help students use these Office features in the live applications.

## Course Mapping to MOS Exam Objectives

### 77-725 Microsoft Office Specialist Word Core 2016

Objective Text: Word	Objective Number	Desktop Pro Plus Section
<b>1.0 Create and Manage Documents</b>		
<b>Create a document</b>		
• create a blank document	1.1.1	3.1
• create a blank document using a template	1.1.2	4.9
• open a PDF in Word for editing	1.1.3	4.2
• insert text from a file or external source	1.1.4	4.2
<b>Navigate through a document</b>		
• search for text	1.2.1	3.4
• insert hyperlinks	1.2.2	3.4
• create bookmarks	1.2.3	3.4
• move to a specific location or object in a document	1.2.4	3.4
<b>Format a Document</b>		
• modify page setup	1.3.1	4.5
• apply document themes	1.3.2	4.9
• apply document style sets	1.3.3	4.9
• insert headers and footers	1.3.4	4.11
• insert page numbers	1.3.5	4.11
• format page background elements	1.3.6	4.5
<b>Customize Options and Views for Documents</b>		
• change document views	1.4.1	3.2
• customize views by using zoom settings	1.4.2	3.2
• customize the Quick Access toolbar	1.4.3	3.2
• split the window	1.4.4	3.2
• add document properties	1.4.5	3.1
• show or hide formatting symbols	1.4.6	4.4
<b>Print and Save Documents</b>		
• modify print settings	1.5.1	3.3
• save documents in alternative file formats	1.5.2	3.1
• print all or part of a document	1.5.3	3.3
• inspect a document for hidden properties or personal information	1.5.4	4.12
• inspect a document for accessibility issues	1.5.5	4.12
• inspect a document for compatibility issues	1.5.6	4.12



Objective Text: Word	Objective Number	Desktop Pro Plus Section
<b>2.0 Format Text, Paragraphs, and Sections</b>		
<b>Insert Text and Paragraphs</b>		
• find and replace text	2.1.1	4.6
• cut, copy and paste text	2.1.2	4.2
• replace text by using AutoCorrect	2.1.3	4.6
• insert special characters	2.1.4	4.7
<b>Format Text and Paragraphs</b>		
• apply font formatting	2.2.1	4.3
• apply formatting by using Format Painter	2.2.2	4.9
• set line and paragraph spacing and indentation	2.2.3	4.4
• clear formatting	2.2.4	4.4
• apply a text highlight color to text selections	2.2.5	4.3
• apply built-in styles to text	2.2.6	4.9
• change text to WordArt	2.2.7	4.3
<b>Order and Group Text and Paragraphs</b>		
• format text in multiple columns	2.3.1	4.5
• insert page, section, or column breaks	2.3.2	4.5 & 4.11
• change page setup options for a section	2.3.3	4.11
<b>3.0 Create Tables and Lists</b>		
<b>Create a Table</b>		
• convert text to tables	3.1.1	4.8
• convert tables to text	3.1.2	4.8
• create a table by specifying rows and columns	3.1.3	4.8
• apply table styles	3.1.4	4.8
<b>Modify a Table</b>		
• sort table data	3.2.1	4.8
• configure cell margins and spacing	3.2.2	4.8
• merge and split cells	3.2.3	4.8
• resize tables, rows, and columns	3.2.4	4.8
• split tables	3.2.5	4.8
• configure a repeating row header	3.2.6	4.8
<b>Create and Modify a List</b>		
• create a numbered or bulleted list	3.3.1	4.4
• change bullet characters or number formats for a list level	3.3.2	4.4
• define a custom bullet character or number format	3.3.3	4.4
• increase or decrease list levels	3.3.4	4.4
• restart or continue list numbering	3.3.5	4.4
• set starting number value	3.3.6	4.4

Objective Text: Word	Objective Number	Desktop Pro Plus Section
<b>4.0 Create and Manage References</b>		
<b>Create and Manage Reference Markers</b>		
• insert footnotes and endnotes	4.1.1	4.10
• modify footnote and endnote properties	4.1.2	4.10
• create bibliography citation sources	4.1.3	4.10
• modify bibliography citation sources	4.1.4	4.10
• insert citations for bibliographies	4.1.5	4.10
• insert figure and table captions	4.1.6	4.10
• modify caption properties	4.1.7	4.10
<b>Create and Manage Simple References</b>		
• insert a standard table of contents	4.2.1	4.10
• update a table of contents	4.2.2	4.10
• insert a cover page	4.2.3	4.7
<b>5.0 Insert and Format Graphic Elements</b>		
<b>Insert Graphic Elements</b>		
• insert shapes	5.1.1	4.7
• insert pictures	5.1.2	4.7
• insert a screen shot or screen clipping	5.1.3	4.7
• insert text boxes	5.1.4	4.5 & 3.7
<b>Format Graphic Elements</b>		
• apply artistic effects	5.2.1	3.5
• apply picture effects	5.2.2	3.5
• remove picture backgrounds	5.2.3	4.7
• format objects	5.2.4	3.5
• apply a picture style	5.2.5	3.5 & 4.7
• wrap text around objects	5.2.6	4.7
• position objects	5.2.7	3.5
• add alternative text to objects for accessibility	5.2.8	4.12
<b>Insert and Format SmartArt Graphics</b>		
• create a SmartArt graphic	5.3.1	6.6
• format a SmartArt graphic	5.3.2	6.6
• modify SmartArt graphic content	5.3.3	6.6

## 77-727 Microsoft Office Specialist Excel 2016

Objective Text: Excel	Objective Number	Desktop Pro Plus Section
<b>1.0 Manage Worksheets and Workbooks</b>		
<b>Create Worksheets and Workbooks</b>		
• create a workbook	1.1.1	3.1
• import data from a delimited text file	1.1.2	5.2
• add a worksheet to an existing workbook	1.1.3	5.2
• copy and move a worksheet	1.1.4	5.2
<b>Navigate in Worksheets and Workbooks</b>		
• search for data within a workbook	1.2.1	3.4
• navigate to a named cell, range, or workbook element	1.2.2	3.4
• insert and remove hyperlinks	1.2.3	3.4
<b>Format Worksheets and Workbooks</b>		
• change worksheet tab color	1.3.1	5.2
• rename a worksheet	1.3.2	5.2
• change worksheet order	1.3.3	5.2
• modify page setup	1.3.4	5.4
• insert and delete columns or rows	1.3.5	5.3
• change workbook themes	1.3.6	5.2
• adjust row height and column width	1.3.7	5.5
• insert headers and footers	1.3.8	5.4
<b>Customize Options and Views for Worksheets and Workbooks</b>		
• hide or unhide worksheets	1.4.1	5.3
• hide or unhide columns and rows	1.4.2	5.3
• customize the Quick Access toolbar	1.4.3	3.2
• change workbook views	1.4.4	3.2
• change window views	1.4.5	3.2 & 5.3
• modify document properties	1.4.6	3.1
• change magnification by using zoom tools	1.4.7	3.2
• display formulas	1.4.8	5.7
<b>Configure Worksheets and Workbooks for Distribution</b>		
• set a print area	1.5.1	5.4
• save workbooks in alternative file formats	1.5.2	5.2
• print all or part of a workbook	1.5.3	3.3
• set print scaling	1.5.4	3.3
• display repeating row and column titles on multipage worksheets	1.5.5	5.4
• inspect a workbook for hidden properties or personal information	1.5.6	4.12

<b>Objective Text: Excel</b>	<b>Objective Number</b>	<b>Desktop Pro Plus Section</b>
<ul style="list-style-type: none"> <li>inspect a workbook for accessibility issues</li> </ul>	1.5.7	4.12
<ul style="list-style-type: none"> <li>inspect a workbook for compatibility issues</li> </ul>	1.5.8	4.12
<b>2.0 Manage Data Cells and Ranges</b>		
<b>Insert Data in Cells and Ranges</b>		
<ul style="list-style-type: none"> <li>replace data</li> </ul>	2.1.1	3.4
<ul style="list-style-type: none"> <li>cut, copy, or paste data</li> </ul>	2.1.2	5.3
<ul style="list-style-type: none"> <li>paste data by using special paste options</li> </ul>	2.1.3	5.3
<ul style="list-style-type: none"> <li>fill cells by using Auto Fill</li> </ul>	2.1.4	5.6
<ul style="list-style-type: none"> <li>insert and delete cells</li> </ul>	2.1.5	5.3
<b>Format Cells and Ranges</b>		
<ul style="list-style-type: none"> <li>merge cells</li> </ul>	2.2.1	5.5
<ul style="list-style-type: none"> <li>modify cell alignment and indentation</li> </ul>	2.2.2	5.5
<ul style="list-style-type: none"> <li>format cells by using Format Painter</li> </ul>	2.2.3	5.5
<ul style="list-style-type: none"> <li>wrap text within cells</li> </ul>	2.2.4	5.5
<ul style="list-style-type: none"> <li>apply number formats</li> </ul>	2.2.5	5.5
<ul style="list-style-type: none"> <li>apply cell formats</li> </ul>	2.2.6	5.5
<ul style="list-style-type: none"> <li>apply cell styles</li> </ul>	2.2.7	5.5
<b>Summarize and Organize Data</b>		
<ul style="list-style-type: none"> <li>insert sparklines</li> </ul>	2.3.1	5.9
<ul style="list-style-type: none"> <li>outline data</li> </ul>	2.3.2	5.10
<ul style="list-style-type: none"> <li>insert subtotals</li> </ul>	2.3.3	5.10
<ul style="list-style-type: none"> <li>apply conditional formatting</li> </ul>	2.3.4	5.9
<b>3.0 Create Tables</b>		
<b>Create and Manage Tables</b>		
<ul style="list-style-type: none"> <li>create an Excel table from a cell range</li> </ul>	3.1.1	5.9
<ul style="list-style-type: none"> <li>convert a table to a cell range</li> </ul>	3.1.2	5.9
<ul style="list-style-type: none"> <li>add or remove table rows and columns</li> </ul>	3.1.3	5.9
<b>Manage Table Styles and Options</b>		
<ul style="list-style-type: none"> <li>apply styles to tables</li> </ul>	3.2.1	5.9
<ul style="list-style-type: none"> <li>configure table style options</li> </ul>	3.2.2	5.9
<ul style="list-style-type: none"> <li>insert total rows</li> </ul>	3.2.3	5.9
<b>Filter and Sort a Table</b>		
<ul style="list-style-type: none"> <li>filter records</li> </ul>	3.3.1	5.9
<ul style="list-style-type: none"> <li>sort data by multiple columns</li> </ul>	3.3.2	5.9
<ul style="list-style-type: none"> <li>change sort order</li> </ul>	3.3.3	5.9
<ul style="list-style-type: none"> <li>remove duplicate records</li> </ul>	3.3.4	5.9
<b>4.0 Perform Operations with Formulas and Functions</b>		
<b>Summarize Data by using Functions</b>		

<b>Objective Text: Excel</b>	<b>Objective Number</b>	<b>Desktop Pro Plus Section</b>
• insert references	4.1.1	5.7
• perform calculations by using the SUM function	4.1.2	5.6
• perform calculations by using MIN and MAX functions	4.1.3	5.6
• perform calculations by using the COUNT function	4.1.4	5.6
• perform calculations by using the AVERAGE function	4.1.5	5.6
<b>Perform Conditional Operations by using Functions</b>		
• perform logical operations by using the IF function	4.2.1	5.7
• perform logical operations by using the SUMIF function	4.2.2	5.7
• perform logical operations by using the AVERAGEIF function	4.2.3	5.7
• perform statistical operations by using the COUNTIF function	4.2.4	5.7
<b>Format and Modify Text by using Functions</b>		
• format text by using RIGHT, LEFT, and MID functions	4.3.1	5.6
• format text by using UPPER, LOWER, and PROPER functions	4.3.2	5.6
• format text by using the CONCATENATE function	4.3.3	5.6
<b>5.0 Create Charts and Objects</b>		
<b>Create Charts</b>		
• create a new chart	5.1.1	5.8
• add additional data series	5.1.2	5.8
• switch between rows and columns in source data	5.1.3	5.8
• analyze data by using Quick Analysis	5.1.4	5.10
<b>Format Charts</b>		
• resize charts	5.2.1	5.8
• add and modify chart elements	5.2.2	5.8
• apply chart layouts and styles	5.2.3	5.8
• move charts to a chart sheet	5.2.4	5.8
<b>Insert and Format Objects</b>		
• insert text boxes and shapes	5.3.1	3.5
• insert images	5.3.2	3.5
• modify object properties	5.3.3	3.5
• add alternative text to objects for accessibility	5.3.4	4.12

## 77-729 Microsoft Office Specialist PowerPoint 2016

Objective Text: PowerPoint	Objective Number	Desktop Pro Plus Section
<b>1.0 Create and Manage Presentations</b>		
<b>Create a Presentation</b>		
• create a new presentation	1.1.1	3.1
• create a presentation based on a template	1.1.2	6.2
• import Word document outlines	1.1.3	6.3
<b>Insert and Format Slides</b>		
• insert specific slide layouts	1.2.1	6.4
• duplicate existing slides	1.2.2	6.2
• hide and unhide slides	1.2.3	6.2
• delete slides	1.2.4	6.2
• apply a different slide layout	1.2.5	6.4
• modify individual slide backgrounds	1.2.6	6.4
• insert slide headers, footers, and page numbers	1.2.7	6.5
<b>Modify Slides, Handouts, and Notes</b>		
• change the slide master theme or background	1.3.1	6.5
• modify slide master content	1.3.2	6.5
• create a slide layout	1.3.3	6.5
• modify a slide layout	1.3.4	6.5
• modify the handout master	1.3.5	6.5
• modify the notes master	1.3.6	6.5
<b>Order and Group Slides</b>		
• create sections	1.4.1	6.2
• modify slide order	1.4.2	6.2
• rename sections	1.4.3	6.2
<b>Change Presentation Options and Views</b>		
• change slide size	1.5.1	6.4
• change views of a presentation	1.5.2	3.2
• set file properties	1.5.3	3.1
<b>Configure a Presentation for Print</b>		
• print all or part of a presentation	1.6.1	3.3
• print notes pages	1.6.2	3.3
• print handouts	1.6.3	3.3
• print in color, grayscale, or black and white	1.6.4	3.3
<b>Configure and Present a Slide Show</b>		
• create custom slide shows	1.7.1	6.10
• configure slide show options	1.7.2	6.10
• rehearse slide show timing	1.7.3	6.10

Objective Text: PowerPoint	Objective Number	Desktop Pro Plus Section
<ul style="list-style-type: none"> <li>present a slide show by using Presenter View</li> </ul>	1.7.4	6.10
<b>2.0 Insert and Format Text, Shapes, and Images</b>		
<b>Insert and Format Text</b>		
<ul style="list-style-type: none"> <li>insert text on a slide</li> </ul>	2.1.1	6.3
<ul style="list-style-type: none"> <li>apply formatting and styles to text</li> </ul>	2.1.2	6.3
<ul style="list-style-type: none"> <li>apply WordArt styles to text</li> </ul>	2.1.3	6.6
<ul style="list-style-type: none"> <li>format text in multiple columns</li> </ul>	2.1.4	6.3
<ul style="list-style-type: none"> <li>create bulleted and numbered lists</li> </ul>	2.1.5	6.3
<ul style="list-style-type: none"> <li>insert hyperlinks</li> </ul>	2.1.6	6.8
<b>Insert and Format Shapes and Text Boxes</b>		
<ul style="list-style-type: none"> <li>insert or replace shapes</li> </ul>	2.2.1	3.5
<ul style="list-style-type: none"> <li>insert text boxes</li> </ul>	2.2.2	3.5
<ul style="list-style-type: none"> <li>resize shapes and text boxes</li> </ul>	2.2.3	3.5
<ul style="list-style-type: none"> <li>format shapes and text boxes</li> </ul>	2.2.4	3.5
<ul style="list-style-type: none"> <li>apply styles to shapes and text boxes</li> </ul>	2.2.5	3.5
<b>Insert and Format Images</b>		
<ul style="list-style-type: none"> <li>insert images</li> </ul>	2.3.1	3.5
<ul style="list-style-type: none"> <li>resize and crop images</li> </ul>	2.3.2	6.8
<ul style="list-style-type: none"> <li>apply styles and effects</li> </ul>	2.3.3	6.8
<b>Order and Group Objects</b>		
<ul style="list-style-type: none"> <li>order objects</li> </ul>	2.4.1	6.6
<ul style="list-style-type: none"> <li>align objects</li> </ul>	2.4.2	6.6
<ul style="list-style-type: none"> <li>group objects</li> </ul>	2.4.3	6.6
<ul style="list-style-type: none"> <li>display alignment tools</li> </ul>	2.4.4	3.5
<b>3.0 Insert Tables, Charts, SmartArt, and Media</b>		
<b>Insert and Format Tables</b>		
<ul style="list-style-type: none"> <li>create a table</li> </ul>	3.1.1	6.7
<ul style="list-style-type: none"> <li>insert and delete table rows and columns</li> </ul>	3.1.2	6.7
<ul style="list-style-type: none"> <li>apply table styles</li> </ul>	3.1.3	6.7
<ul style="list-style-type: none"> <li>import a table</li> </ul>	3.1.4	6.7
<b>Insert and Format Charts</b>		
<ul style="list-style-type: none"> <li>create a chart</li> </ul>	3.2.1	6.7
<ul style="list-style-type: none"> <li>import a chart</li> </ul>	3.2.2	6.7
<ul style="list-style-type: none"> <li>change the Chart Type</li> </ul>	3.2.3	6.7
<ul style="list-style-type: none"> <li>add a legend to a chart</li> </ul>	3.2.4	6.7
<ul style="list-style-type: none"> <li>change the chart style of a chart</li> </ul>	3.2.5	6.7
<b>Insert and Format SmartArt graphics</b>		
<ul style="list-style-type: none"> <li>create SmartArt graphics</li> </ul>	3.3.1	6.6

Objective Text: PowerPoint	Objective Number	Desktop Pro Plus Section
<ul style="list-style-type: none"> <li>convert lists to SmartArt graphics</li> </ul>	3.3.2	6.6
<ul style="list-style-type: none"> <li>add shapes to SmartArt graphics</li> </ul>	3.3.3	6.6
<ul style="list-style-type: none"> <li>reorder shapes in SmartArt graphics</li> </ul>	3.3.4	6.6
<ul style="list-style-type: none"> <li>change the color of SmartArt graphics</li> </ul>	3.3.5	6.6
<b>Insert and Manage Media</b>		
<ul style="list-style-type: none"> <li>insert audio and video clips</li> </ul>	3.4.1	6.8
<ul style="list-style-type: none"> <li>configure media playback options</li> </ul>	3.4.2	6.8
<ul style="list-style-type: none"> <li>adjust media window size</li> </ul>	3.4.3	6.8
<ul style="list-style-type: none"> <li>set the video start and stop time</li> </ul>	3.4.4	6.8
<ul style="list-style-type: none"> <li>set media timing options</li> </ul>	3.4.5	6.8
<b>4.0 Apply Transitions and Animations</b>		
<b>Apply Slide Transitions</b>		
<ul style="list-style-type: none"> <li>insert slide transitions</li> </ul>	4.1.1	6.9
<ul style="list-style-type: none"> <li>set transition effect options</li> </ul>	4.1.2	6.9
<b>Animate Slide Content</b>		
<ul style="list-style-type: none"> <li>apply animations to objects</li> </ul>	4.2.1	6.9
<ul style="list-style-type: none"> <li>apply animations to text</li> </ul>	4.2.2	6.9
<ul style="list-style-type: none"> <li>set animation effect options</li> </ul>	4.2.3	6.9
<ul style="list-style-type: none"> <li>set animation paths</li> </ul>	4.2.4	6.9
<b>Set Timing for Transitions and Animations</b>		
<ul style="list-style-type: none"> <li>set transition effect duration</li> </ul>	4.3.1	6.9
<ul style="list-style-type: none"> <li>configure transition start and finish options</li> </ul>	4.3.2	6.9
<ul style="list-style-type: none"> <li>reorder animations on a slide</li> </ul>	4.3.3	6.9
<b>5.0 Manage Multiple Presentations</b>		
<b>Merge Content from Multiple Presentations</b>		
<ul style="list-style-type: none"> <li>insert slides from another presentation</li> </ul>	5.1.1	6.3
<ul style="list-style-type: none"> <li>compare two presentations</li> </ul>	5.1.2	4.12
<ul style="list-style-type: none"> <li>insert comments</li> </ul>	5.1.3	4.12
<ul style="list-style-type: none"> <li>review comments</li> </ul>	5.1.4	4.12
<b>Finalize Presentations</b>		
<ul style="list-style-type: none"> <li>protect a presentation</li> </ul>	5.2.1	4.12
<ul style="list-style-type: none"> <li>inspect a presentation</li> </ul>	5.2.2	4.12
<ul style="list-style-type: none"> <li>proof a presentation</li> </ul>	5.2.3	6.10
<ul style="list-style-type: none"> <li>preserve presentation content</li> </ul>	5.2.4	4.12, 6.3 & 6.8
<ul style="list-style-type: none"> <li>export presentations to other formats</li> </ul>	5.2.5	6.8 & 6.10



## 77-730 Microsoft Office Specialist Access 2016

<b>Objective Text: Access</b>	<b>Objective Number</b>	<b>Desktop Pro Plus Section</b>
<b>1.0 Create and Manage a Database</b>		
<b>Create and Modify Databases</b>		
• create a blank desktop database	1.1.1	7.2
• create a database from a template	1.1.2	7.7
• create a database by using import objects or data from other sources	1.1.3	7.7
• delete database objects	1.1.4	7.2
<b>Manage Relationships and Keys</b>		
• create and modify relationships	1.2.1	7.3
• set the primary key	1.2.2	7.3
• enforce referential integrity	1.2.3	7.3
• set foreign keys	1.2.4	7.3
• view relationships	1.2.5	7.3
<b>Navigate through a Database</b>		
• navigate specific records	1.3.1	7.2
• create and modify a navigation form	1.3.2	7.7
• set a form as the startup option	1.3.3	7.7
• display objects in the Navigation Pane	1.3.4	7.2
• change views of objects	1.3.5	7.3
<b>Protect and Maintain Databases</b>		
• compact a database	1.4.1	7.7
• repair a database	1.4.2	7.7
• back up a database	1.4.3	7.7
• split a database	1.4.4	7.7
• encrypt a database with a password	1.4.5	7.7
• recover data from backup	1.4.6	7.7
<b>Print and Export Data</b>		
• print reports	1.5.1	7.2
• print records	1.5.2	7.7
• save a databases as a template	1.5.3	7.7
• export objects to alternative formats	1.5.4	7.7
<b>2.0 Build Tables</b>		
<b>Create Tables</b>		
• create a table	2.1.1	7.3
• import data into tables	2.1.2	7.3
• create linked tables from external sources	2.1.3	7.7

<b>Objective Text: Access</b>	<b>Objective Number</b>	<b>Desktop Pro Plus Section</b>
• import tables from other databases	2.1.4	7.7
• create a table from a template with application parts	2.1.5	7.7
<b>Manage Tables</b>		
• hide fields in tables	2.2.1	7.7
• add total rows	2.2.2	7.7
• add table descriptions	2.2.3	7.7
• rename tables	2.2.4	7.3
<b>Manage Records in Tables</b>		
• update records	2.3.1	7.2
• add records	2.3.2	7.2
• delete records	2.3.3	7.2
• append records from external data	2.3.4	7.2
• find and replace data	2.3.5	7.7
• sort records	2.3.6	7.7
• filter records	2.3.7	7.7
<b>Create and Modify Fields</b>		
• add fields to tables	2.4.1	7.3
• add validation rules to fields	2.4.2	7.7
• change field captions	2.4.3	7.3
• change field sizes	2.4.4	7.3
• change field data types	2.4.5	7.3
• configure fields to auto-increment	2.4.6	7.3
• set default values	2.4.7	7.3
• using input masks	2.4.8	7.7
• delete fields	2.4.9	7.3
<b>3.0 Create Queries</b>		
<b>Create a Query</b>		
• run a query	3.1.1	7.4
• create a crosstab query	3.1.2	7.7
• create a parameter query	3.1.3	7.7
• create an action query	3.1.4	7.7
• create a multi-table query	3.1.5	7.4
• save a query	3.1.6	7.4
<b>Modify a Query</b>		
• rename a query	3.2.1	7.2
• add fields	3.2.2	7.4
• remove fields	3.2.3	7.4
• hide fields	3.2.4	7.4

<b>Objective Text: Access</b>	<b>Objective Number</b>	<b>Desktop Pro Plus Section</b>
• sort data within queries	3.2.5	7.4
• format fields within queries	3.2.6	7.4
<b>Create Calculated Fields and Grouping within Queries</b>		
• add calculated fields	3.3.1	7.7
• set filtering criteria	3.3.2	7.4
• group and summarize data	3.3.3	7.4
• group data by using comparison operators	3.3.4	7.4
• group data by using arithmetic and logical operators	3.3.5	7.7
<b>4.0 Create Forms</b>		
<b>Create a Form</b>		
• create a form	4.1.1	7.5
• create a form from a template with application parts	4.1.2	7.7
• save a form	4.1.3	7.5
<b>Configure Form Controls</b>		
• move form controls	4.2.1	7.5
• add form controls	4.2.2	7.5
• modify data sources	4.2.3	7.7
• remove form controls	4.2.4	7.5
• set form control properties	4.2.5	7.7
• manage labels	4.2.6	7.5
• add sub-forms	4.2.7	7.7
<b>Format a Form</b>		
• modify tab order	4.3.1	7.7
• configure print settings	4.3.2	7.7
• sort records by form field	4.3.3	7.7
• apply a theme	4.3.4	7.5
• control form positioning	4.3.5	7.7
• insert backgrounds	4.3.6	7.7
• insert headers and footers	4.3.7	7.7
• insert images	4.3.8	7.6
<b>5.0 Create Reports</b>		
<b>Create a Report</b>		
• create a report based on the query or table	5.1.1	7.6
• create a report in Design view	5.1.2	7.6
• create a report by using a wizard	5.1.3	7.6
<b>Configure Report Controls</b>		
• group and sort fields	5.2.1	7.6 & 7.7
• modify data sources	5.2.2	7.7

<b>Objective Text: Access</b>	<b>Objective Number</b>	<b>Desktop Pro Plus Section</b>
<ul style="list-style-type: none"> <li>• add report controls</li> </ul>	5.2.3	7.7
<ul style="list-style-type: none"> <li>• add and modify labels</li> </ul>	5.2.4	7.6
<b>Format a Report</b>		
<ul style="list-style-type: none"> <li>• format a report into multiple columns</li> </ul>	5.3.1	7.7
<ul style="list-style-type: none"> <li>• add calculated fields</li> </ul>	5.3.2	7.6
<ul style="list-style-type: none"> <li>• control report positioning</li> </ul>	5.3.3	7.7
<ul style="list-style-type: none"> <li>• format report elements</li> </ul>	5.3.4	7.6
<ul style="list-style-type: none"> <li>• change report orientation</li> </ul>	5.3.5	7.7
<ul style="list-style-type: none"> <li>• insert header and footer information</li> </ul>	5.3.6	7.7
<ul style="list-style-type: none"> <li>• insert images</li> </ul>	5.3.7	7.6
<ul style="list-style-type: none"> <li>• apply a theme</li> </ul>	5.3.8	7.6

## 77-731 Microsoft Office Specialist Outlook 2016

Objective Text: Outlook	Objective Number	Desktop Pro Plus Section
<b>1.0 Manage the Outlook Environment for Productivity</b>		
<b>Customize Settings</b>		
• customize reply messages	1.1.1	8.2
• change text formats for all outgoing messages	1.1.2	8.2
• customize the Navigation Pane	1.1.3	8.5
• configure views	1.1.4	8.5
• manage multiple accounts	1.1.5	8.5
• add an account	1.1.6	8.5
<b>Print and Save Information</b>		
• print message, calendar, contact, or task information	1.2.1	8.3
• save message attachments	1.2.2	8.2
• preview attachments	1.2.3	8.2
• save messages in alternate formats	1.2.4	8.3
• export messages to a data file	1.2.5	8.3
<b>Perform Search Operations in Outlook</b>		
• create new search folders	1.3.1	8.3
• search for items in messages, tasks, contacts, or calendars	1.3.2	8.3
• search by using advanced find	1.3.3	8.3
• search by folder	1.3.4	8.3
<b>2.0 Manage Messages</b>		
<b>Configure Mail Settings</b>		
• set fonts for new messages and responses	2.1.1	8.2
• create, assign, and modify signatures	2.1.2	8.2
• create and manage rules	2.1.3	8.3
• create automatic replies	2.1.4	8.3
• create messages by using Quick Parts	2.1.5	4.7
• configure junk e-mail and clutter settings	2.1.6	8.3
<b>Create Messages</b>		
• create a message	2.2.1	8.2
• add or remove message attachments	2.2.2	8.2
• add cc and bcc to messages	2.2.3	8.2
• add tracking and voting options	2.2.4	8.2
• forward and reply to messages	2.2.5	8.2
• request a delivery or read receipt	2.2.6	8.2
• redirect replies	2.2.7	8.3

Objective Text: Outlook	Objective Number	Desktop Pro Plus Section
<ul style="list-style-type: none"> <li>flag outgoing messages for follow up, importance, and sensitivity</li> </ul>	2.2.8	8.2
<ul style="list-style-type: none"> <li>recall a message</li> </ul>	2.2.9	8.3
<b>Format a Message</b>		
<ul style="list-style-type: none"> <li>format text</li> </ul>	2.3.1	8.2
<ul style="list-style-type: none"> <li>insert hyperlinks</li> </ul>	2.3.2	8.2
<ul style="list-style-type: none"> <li>apply themes and styles</li> </ul>	2.3.3	8.2
<ul style="list-style-type: none"> <li>insert images</li> </ul>	2.3.4	8.2
<ul style="list-style-type: none"> <li>add a signature to specific messages</li> </ul>	2.3.5	8.2
<b>Organize and Manage Messages</b>		
<ul style="list-style-type: none"> <li>sort messages</li> </ul>	2.4.1	8.3
<ul style="list-style-type: none"> <li>move messages between folders</li> </ul>	2.4.2	8.3
<ul style="list-style-type: none"> <li>add new local folders</li> </ul>	2.4.3	8.3
<ul style="list-style-type: none"> <li>apply categories</li> </ul>	2.4.4	8.3
<ul style="list-style-type: none"> <li>clean up messages</li> </ul>	2.4.5	8.3
<ul style="list-style-type: none"> <li>mark a message as read or unread</li> </ul>	2.4.6	8.1
<ul style="list-style-type: none"> <li>flag received messages</li> </ul>	2.4.7	8.3
<ul style="list-style-type: none"> <li>ignore messages</li> </ul>	2.4.8	8.3
<ul style="list-style-type: none"> <li>sort messages by conversation</li> </ul>	2.4.9	8.3
<ul style="list-style-type: none"> <li>delete messages</li> </ul>	2.4.10	8.3
<ul style="list-style-type: none"> <li>automate repetitive tasks by using Quick Steps</li> </ul>	2.4.11	8.3
<ul style="list-style-type: none"> <li>configure basic AutoArchive settings</li> </ul>	2.4.12	8.3
<ul style="list-style-type: none"> <li>Delegate access</li> </ul>	2.4.13	8.5
<b>3.0 Manage Schedules</b>		
<b>Create and Manage Calendars</b>		
<ul style="list-style-type: none"> <li>create and add calendars</li> </ul>	3.1.1	8.4
<ul style="list-style-type: none"> <li>adjust viewing details for calendars</li> </ul>	3.1.2	8.4
<ul style="list-style-type: none"> <li>modify calendar time zones</li> </ul>	3.1.3	8.4
<ul style="list-style-type: none"> <li>delete calendars</li> </ul>	3.1.4	8.4
<ul style="list-style-type: none"> <li>set calendar work times</li> </ul>	3.1.5	8.4
<ul style="list-style-type: none"> <li>manage multiple calendars</li> </ul>	3.1.6	8.4
<ul style="list-style-type: none"> <li>manage calendar groups</li> </ul>	3.1.7	8.4
<ul style="list-style-type: none"> <li>display multiple calendars</li> </ul>	3.1.8	8.4
<ul style="list-style-type: none"> <li>share calendars</li> </ul>	3.1.9	8.4
<b>Create Appointments, Meetings, and Events</b>		
<ul style="list-style-type: none"> <li>create calendar items</li> </ul>	3.2.1	8.4
<ul style="list-style-type: none"> <li>create recurring calendar items</li> </ul>	3.2.2	8.4
<ul style="list-style-type: none"> <li>cancel calendar items</li> </ul>	3.2.3	8.4

<b>Objective Text: Outlook</b>	<b>Objective Number</b>	<b>Desktop Pro Plus Section</b>
• create calendar items from messages	3.2.4	8.4
• set calendar item times	3.2.5	8.4
• setup meetings by using the scheduling assistant	3.2.6	8.4
• set free or busy status for calendar items	3.2.7	8.4
• schedule resources	3.2.8	8.4
• Setup meeting location by using Room Finder	3.2.9	8.4
<b>Organize and Manage Appointments, Meetings, and Events</b>		
• set calendar item importance	3.3.1	8.4
• forward calendar items	3.3.2	8.4
• configure reminders	3.3.3	8.4
• add participants	3.3.4	8.4
• respond to invitations	3.3.5	8.4
• update individual or recurring calendar items	3.3.6	8.4
• share meeting notes	3.3.7	8.4
• categorize calendar items	3.3.8	8.4
<b>Create and Manage Notes and Tasks</b>		
• create and manage tasks	3.4.1	8.4
• create and organizing notes	3.4.2	8.5
<b>4.0 Manage Contacts and Groups</b>		
<b>Create and Manage Contacts</b>		
• create a new contact	4.1.1	8.5
• delete contacts	4.1.2	8.5
• import contacts from external sources	4.1.3	8.5
• edit contact information	4.1.4	8.5
• attach an image to a contact	4.1.5	8.5
• add tags to contacts	4.1.6	8.5
• share contacts	4.1.7	8.5
• create and manage address books	4.1.8	8.5
<b>Create and Manage Contact Group</b>		
• create new contact groups	4.2.1	8.5
• add contacts to existing contact groups	4.2.2	8.5
• add notes to a contact group	4.2.3	8.5
• update contacts within contact groups	4.2.4	8.5
• delete contact groups	4.2.5	8.5
• delete contact group members	4.2.6	8.5