



Microsoft IT Academy
Southern University and A&M College
Baton Rouge, LA 70813

Microsoft PowerPoint 2013
Exam 77-422: Microsoft PowerPoint 2013

Instructor: Chrisena Brown
Class Time: Tuesday, 5:30 pm – 7:00 pm
Thursday, 5:30 pm – 7:00 pm Online
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Course Description

This curriculum supports students in preparing for Microsoft Office Specialist (MOS) exam **77-422: Microsoft PowerPoint 2013**. The curriculum extends the learning process to ensure that students have the opportunity to explore all areas of a program pertinent to the corresponding MOS certification objectives, or that have been identified as most important for users to understand, through the completion of individual activities. Through this extended practice, the curriculum provides provide a significant opportunity for the hands-on program experience that is expected and required of a successful certification candidate or power user.

Prerequisites

Knowledge of basic computer skills: creating folder, exploring computer, emailing, using the keyboard, mouse, and USB devices.

Audience

The MOS certification exam prepares students to be more productive in school and business careers. A core-level candidate for the Microsoft PowerPoint 2013 exam should have a fundamental understanding of the PowerPoint environment and the ability to complete tasks independently. MOS enables you to tap the full features and functionality of the Microsoft Office system, resulting in heightened levels of individual performance, confidence, and differentiation.

Course Outcome

After completing this course, you will:

- Create and Manage Documents
- Format text, paragraphs, and sections
- Create tables and lists
- Apply References
- Insert and Format Objects