



MICROSOFT 77-729

Microsoft MOS PowerPoint (Office 2016) Certification Questions & Answers

Exam Summary – Syllabus – Questions

77-729

[Microsoft Office Specialist - PowerPoint \(Office 2016\)](#)

40-60 Questions Exam - 700 / 1000 Cut Score - Duration of 60 minutes

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Know Your 77-729 Certification Well:

The 77-729 is best suitable for candidates who want to gain knowledge in the Microsoft 365. Before you start your 77-729 preparation you may struggle to get all the crucial MOS PowerPoint (Office 2016) materials like 77-729 syllabus, sample questions, study guide.

But don't worry the 77-729 PDF is here to help you prepare in a stress free manner.

The PDF is a combination of all your queries like-

- What is in the 77-729 syllabus?
- How many questions are there in the 77-729 exam?
- Which Practice test would help me to pass the 77-729 exam at the first attempt?

Passing the 77-729 exam makes you Microsoft Office Specialist - PowerPoint (Office 2016). Having the MOS PowerPoint (Office 2016) certification opens multiple opportunities for you. You can grab a new job, get a higher salary or simply get recognition within your current organization.

Microsoft 77-729 MOS PowerPoint (Office 2016) Certification Details:

Exam Name	Microsoft Office Specialist - PowerPoint (Office 2016)
Exam Code	77-729
Exam Price	\$100 (USD)
Duration	60 mins
Number of Questions	40-60
Passing Score	700 / 1000
Schedule Exam	Pearson VUE
Sample Questions	Microsoft PowerPoint (Office 2016) Sample Questions
Practice Exam	Microsoft 77-729 Certification Practice Exam

77-729 Syllabus:

Topic	Details
Create and manage presentations (30-35%)	
Create a presentation	- Create a new presentation, create a presentation based on a template, import Word document outlines
Insert and format slides	- Insert specific slide layouts; duplicate existing slides; hide and unhide slides; delete slides; apply a different slide layout; modify individual slide backgrounds; insert slide headers, footers, and page numbers
Modify slides, handouts, and notes	- Change the slide master theme or background, modify slide master content, create a slide layout, modify a slide layout, modify the handout master, modify the notes master
Order and group slides	- Create sections, modify slide order, rename sections
Change presentation options and views	- Change slide size, change views of a presentation, set file properties
Configure a presentation for print	- Print all or part of a presentation; print notes pages; print handouts; print in color, grayscale, or black and white
Configure and present a slide show	- Create custom slide shows, configure slide show options, rehearse slide show timing, present a slide show by using Presenter View
Insert and format text, shapes, and images (20-25%)	
Insert and format text	- Insert text on a slide, apply formatting and styles to text, apply WordArt styles to text, format text in multiple columns, create bulleted and numbered lists, insert hyperlinks
Insert and format shapes and text boxes	- Insert or replace shapes, insert text boxes, resize shapes and text boxes, format shapes and text boxes, apply styles to shapes and text boxes
Insert and format images	- Insert images, resize and crop images, apply styles and effects
Order and group objects	- Order objects, align objects, group objects, display alignment tools
Insert tables, charts, SmartArt, and media (20-25%)	
Insert and format tables	- Create a table, insert and delete table rows and columns, apply table styles, import a table

Topic	Details
Insert and format charts	- Create a chart, import a chart, change the Chart Type, add a legend to a chart, change the chart style of a chart
Insert and format SmartArt graphics	- Create SmartArt graphics, convert lists to SmartArt graphics, add shapes to SmartArt graphics, reorder shapes in SmartArt graphics, change the color of SmartArt graphics
Insert and manage media	- Insert audio and video clips, configure media playback options, adjust media window size, set the video start and stop time, set media timing options
Apply transitions and animations (10-15%)	
Apply slide transitions	- Insert slide transitions, set transition effect options
Animate slide content	- Apply animations to objects, apply animations to text, set animation effect options, set animation paths
Set timing for transitions and animations	- Set transition effect duration, configure transition start and finish options, reorder animations on a slide
Manage multiple presentations (5-10%)	
Merge content from multiple presentations	- Insert slides from another presentation, compare two presentations, insert comments, review comments
Finalize presentations	- Protect a presentation, inspect a presentation, proof a presentation, preserve presentation content, export presentations to other formats

Microsoft 77-729 Sample Questions:

Question: 1

Which steps are involved in adding a shape to SmartArt graphics?

(Choose Three)

- a) Through the Layout tab, add a shape
- b) From the Insert tab, choose 'New Shape'
- c) Right-click the SmartArt and select 'Add Shape'
- d) Use the SmartArt Tools Design tab to 'Add Shape'
- e) Click the SmartArt graphic

Answer: c, d, e

Question: 2

To finalize and secure a presentation before distribution, which of the following steps is not appropriate?

- a) Encrypt with a password.
- b) Embed all fonts.
- c) Use the Document Inspector to remove hidden data.
- d) Reduce the file size by removing all images.

Answer: d

Question: 3

Reorder shapes in SmartArt by using the Move Up and Down buttons located on the _____.

- a) SmartArt Tools Design tab
- b) Format tab
- c) Home tab
- d) Review tab

Answer: a

Question: 4

How can you ensure that animations and transitions in your presentation play correctly on older versions of PowerPoint?

- a) Use the Compatibility Checker under the File tab.
- b) Save the presentation in a backward-compatible format (.ppt).
- c) Avoid using animations that are not supported in older versions.
- d) Review tab -> Check Compatibility

Answer: a

Question: 5

What tools are available to align objects in PowerPoint?
(Choose Two)

- a) Align Left
- b) Align Center
- c) Align Right
- d) Align Middle

Answer: a, b

Question: 6

Where can you adjust the order of animations and simultaneously see a preview?

- a) In the Slide Sorter view.
- b) On the Transitions tab.
- c) In the Animation Pane.
- d) Under the Design tab.

Answer: c

Question: 7

Set video start and stop times using the _____ tab under Video Tools.

- a) Design
- b) Format
- c) Playback
- d) Layout

Answer: c

Question: 8

What are the different views available for a PowerPoint presentation?

- a) Normal, Print, Web, Reading
- b) Normal, Outline, Slide Sorter, Reading
- c) Normal, Outline, Handout, Reading
- d) Normal, Outline, Slide Sorter, Slide Master

Answer: b

Question: 9

Which view would you use to rearrange the order of slides easily?

(Choose Two)

- a) Normal View
- b) Slide Sorter View
- c) Outline View
- d) Reading View

Answer: b, c

Question: 10

Which of the following effects can be applied to images in PowerPoint?

(Choose Three)

- a) Shadow
- b) Reflection
- c) Glow
- d) Transition
- e) Animation

Answer: a, b, c

Study Guide to Crack Microsoft MOS PowerPoint (Office 2016) 77-729 Exam:

- Getting details of the 77-729 syllabus, is the first step of a study plan. This pdf is going to be of ultimate help. Completion of the syllabus is must to pass the 77-729 exam.
- Making a schedule is vital. A structured method of preparation leads to success. A candidate must plan his schedule and follow it rigorously to attain success.
- Joining the Microsoft provided training for 77-729 exam could be of much help. If there is specific training for the exam, you can discover it from the link above.
- Read from the 77-729 sample questions to gain your idea about the actual exam questions. In this PDF useful sample questions are provided to make your exam preparation easy.
- Practicing on 77-729 practice tests is must. Continuous practice will make you an expert in all syllabus areas.

Reliable Online Practice Test for 77-729 Certification

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Start Online practice of 77-729 Exam by visiting URL

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