Tosa

Results report
Tosa Powerpoint 365 Certification
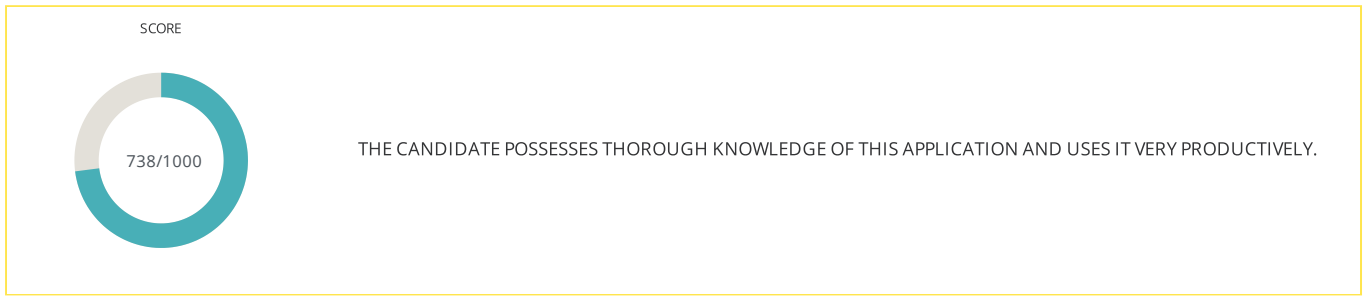
BRIDGERLAND
TECHNICAL COLLEGE

Michael Boston

Score: 738/1000

Test date: July 12, 2023

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1. Result

SCORE

738/1000

THE CANDIDATE POSSESSES THOROUGH KNOWLEDGE OF THIS APPLICATION AND USES IT VERY PRODUCTIVELY.

2. Analysis

Progressive estimate of candidate level

This chart shows how the system adapted the difficulty level of the questions to candidate responses as the test progressed. The grey line shows the candidate's estimated skill level before each question.

Key | ▬ Incorrect answers ▬ Correct answers
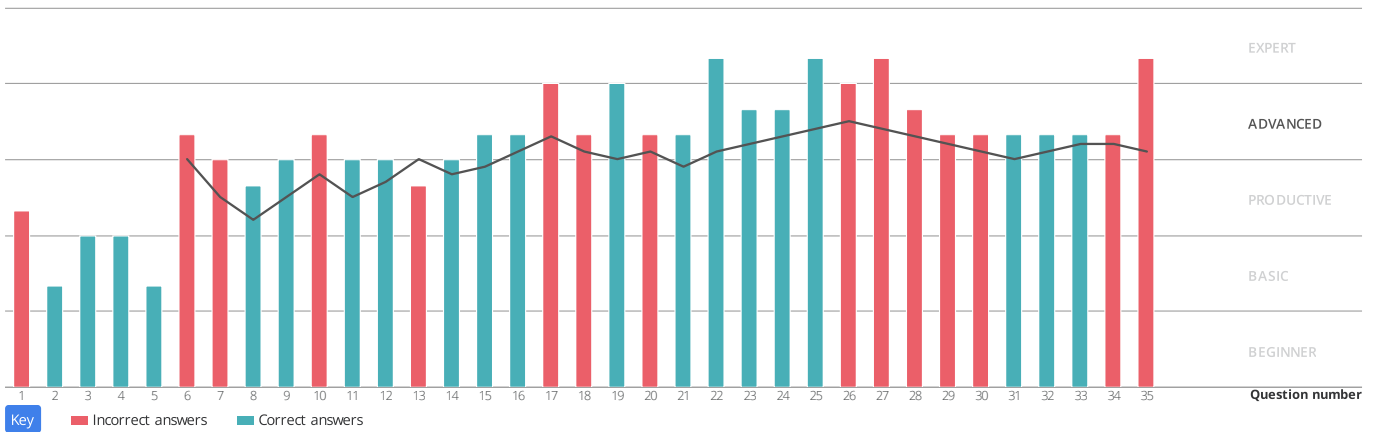
Questions ordered by difficulty level

This chart shows the questions the candidate was asked, by level of difficulty.

Key | ▬ Incorrect answers ▬ Correct answers
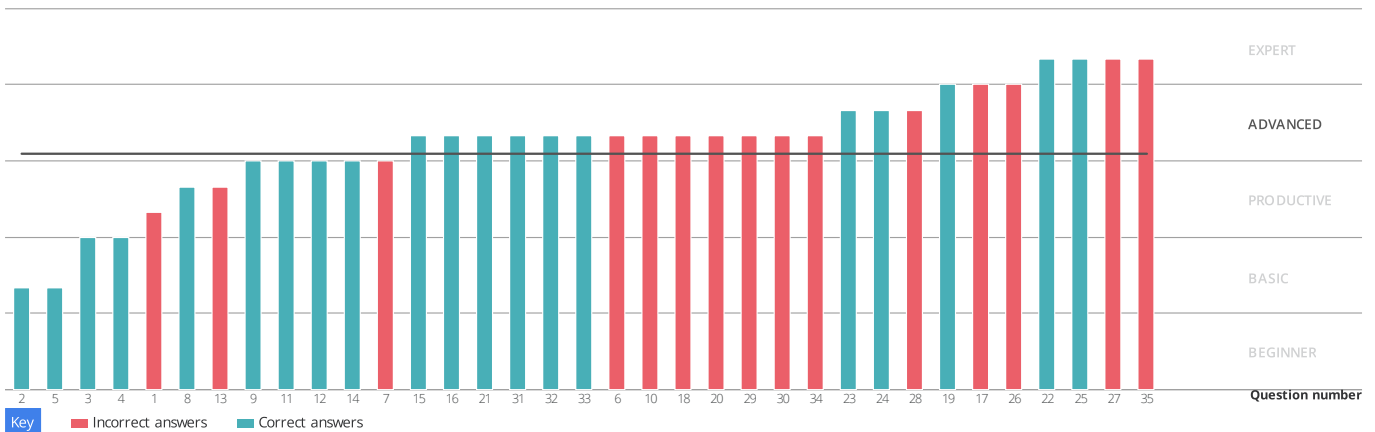
3. Domains

Themes & Templates

Domain description:

This domain covers creating, using, and managing presentation templates, as well as working with slide masters, document masters, and layouts. Skills in using and modifying pre-defined themes are also assessed.

Skills:

Managing Slide Master view functions:
● ○ ○ ○ ○ ○ ○ ○ ○ ○

Customizing themes and managing templates:
● ○ ○ ○ ○ ○ ○ ○ ○ ○

To go further :

In order to build skills and reach the Productive user level, candidates must be able to use and create patterns, use and understand themes, use and change background styles, correctly change the colors of a theme.

Graphic objects

Domain description:

This domain covers the insertion and formatting of graphic objects (Clipart, charts, SmartArt), and PowerPoint animations.

Skills:

Creating, modifying graphic objects and managing their display:
● ● ● ● ● ● ● ● ● ●

Creating and customizing animations:
● ● ● ● ● ○ ○ ○ ○ ○

Inserting media tools and managing the OLE protocol:
● ● ● ● ● ○ ○ ○ ○ ○

To go further :

In order to gain skills and reach the Expert user level, candidates will need to gain an exhaustive knowledge of objects in PowerPoint: tables, graphic shapes, OLE objects, sounds, videos, Flash objects, vector tools. They will be perfectly comfortable with any type of object animation and will manage the timeline. They must master the additions of music and the various effects. They will program an action on an object so that a program or macro can be triggered during the slideshow.

Text formatting

Domain description:

This domain covers text input: using text placeholders, basic and advanced formatting, bullets, and numbering, and creating and manipulating tables.

Skills:

Using advanced functions and text properties:
●●●●●○○○○

To go further :

In order to gain skills and reach the Productive user level, candidates must learn how to manage the various paragraph layouts (chip lists, numbering) and font. They need to know how to use WordArt advanced layouts, and how to manage the headers and footers of a type presentation via Plan mode. Finally, they can create an image.

Environment / Methods / Slideshow

Domain description:

Questions in this domain cover the main features and functions of the common tabs: File, Home, Design, Insert, and Slide Show. Skills assessed include creating, inserting and selecting slides, basic and advanced functions of Slide Show view, and the configuration of print and save parameters.

Skills:

Using the main functions of the software:
●●●●●○○○○

Managing and customizing the software environment and display:
●●●●●●●●●

Creating and managing slideshows:
●●●●●○○○○

To go further :

In order to build skills and reach the Expert user level, candidates must gain a complete knowledge of the PowerPoint environment as well as PowerPoint tools. They will have complete control over the creation and distribution of a slideshow: all the existing tools to navigate, pause, use different pointers as well as transitions and timings. They must also be able to export or broadcast a presentation in multiple formats.