



Tosa Skills Framework

Google Slides

Overview

- Introduction to Tosa Skills Framework 1**
 - TOSA® (TEST ON SOFTWARE APPLICATIONS)..... 2
 - TOSA SKILLS FRAMEWORK OBJECTIVE 2
 - UNIQUE TOSA SCORING..... 2
 - GOOGLE SLIDES DOMAINS AND SUBDOMAINS 3
 - ABOUT THE GOOGLE SLIDES CERTIFICATION..... 3
 - TOSA SEQUENCE FOR PROGRESSIVE SKILLS DEVELOPMENT..... 5

- Level 1 – Beginner User 6**
 - OVERVIEW 7

- Level 2 – Basic User 8**
 - ENVIRONMENT AND METHODS..... 9
 - TEXT FORMATTING 9
 - GRAPHIC OBJECTS 10
 - THEMES AND TEMPLATES..... 10
 - OVERVIEW 10

- Level 3 – Productive User 12**
 - ENVIRONMENT AND METHODS..... 13
 - TEXT FORMATTING 13
 - GRAPHIC OBJECTS 14
 - THEMES AND TEMPLATES..... 14
 - OVERVIEW 14

- Level 4 - Advanced User 16**
 - ENVIRONMENT AND METHODS..... 17
 - TEXT FORMATTING 17
 - GRAPHIC OBJECTS 18
 - THEMES AND TEMPLATES..... 18
 - OVERVIEW 18

- Level 5 – Expert User 20**
 - ENVIRONMENT AND METHODS..... 21
 - TEXT FORMATTING 21
 - GRAPHIC OBJECTS 21
 - THEMES AND TEMPLATES..... 22
 - OVERVIEW 22

Introduction
to Tosa Skills Framework
For Tosa Assessment and Certification

Tosa® (Test on Software Applications)

Tosa assessments and certifications will determine and validate a candidate's proficiency and skill level in software applications used in a professional environment. Tosa assessments and certifications are designed to validate individuals' digital skills (students, trainees, employees, or jobseekers) in supporting their employment, professional or academic objectives.

Tosa assessments and certifications employ the Adaptive Testing methodology, which creates a personalized testing experience adapted to a candidate's skill level for a selected software application. The score is based on the Item Response Theory using a 3-parameter logistic model, like the GMAT scoring method. Adaptive-based testing selects questions that challenge candidates to the limit of their knowledge and abilities.

Tosa Skills Framework Objective

This TOSA® framework provides an overview of the subject areas being assessed during the TOSA® Assessments and Certification exams. TOSA® validates candidate proficiency in the most popular professional Google software programs using a score on a scale from 0-1000 for the Certification, and a score divided into five levels, from "Beginner" to "Expert," for the Assessment.

The objective of this document is to present an overview of the technical skills associated with each of the four main Google Slides domains within each proficiency level. This information will also support educators and trainers in tailoring their training program to achieve desired proficiency levels.

Unique Tosa Scoring

The TOSA assessments and certifications are based on a unique score, divided into five levels.

- ranging from 1 to 1000 for the certification.
- divided into five levels, from Beginner to Expert, for assessment.

Tosa® levels	Corresponding Tosa® score	Certification status & documents issued
Expert	876 - 1000	Certification earned - diploma & Credly digital badge issued
Advanced	726 – 875	Certification earned - diploma & Credly digital badge issued
Productive	551 – 725	Certification earned - diploma & Credly digital badge issued
Basic	351 – 550	Certification earned – diploma issued
Beginner	1 – 350	Certification failed - certificate of completion issued

Google Slides domains and subdomains

Environment and Methods	<ul style="list-style-type: none"> ■ Use the basic functions of the software ■ Customize the software environment and display ■ Create and manage slideshows
Text Formatting	<ul style="list-style-type: none"> ■ Apply formatting options to texts with fonts ■ Manage tables ■ Use advanced functions and text properties
Graphic Objects	<ul style="list-style-type: none"> ■ Create and customize animations ■ Create and modify graphic objects, and manage their display ■ Insert media tools
Themes and Templates	<ul style="list-style-type: none"> ■ Manage and customize the software environment and display ■ Create and manage slideshows ■ Apply predefined theme, edit theme

About the Google Slides certification

The Tosa Google Slides Certification relies on a database of more than 100 questions. It is composed of 35 questions and lasts 1 hour. The algorithm adapts to each answer of the candidates to adjust the difficulty level of the questions until they reach the exact definition of the candidates' level by calculating the limit of their high skills.

Since the test is adaptive, the series of questions that each candidate gets is unique for each test. This uniqueness allows for a more accurate evaluation of the candidate's level. It also limits cheating and the memorization of questions on different passages.

Our platform allows individuals to take the certification in class, in an approved testing center, or remotely via our integrated asynchronous online proctoring solutions.

Our remote proctoring solutions provide added flexibility for both the administrator and the candidate, allowing the certification exam to be taken anywhere, at any time. The candidate only needs an internet connection and a computer equipped with a working webcam and microphone.

Candidates receive a numeric score out of 1000 points associated to a proficiency level on a five-level scale. Candidates who score between 1 and 350 points don't earn the certification. They will not receive a diploma but a certificate of completion. Candidates who score 351 points or above earn the certification. They will receive a diploma by email within five (5)

business days. If candidates score 551 points or above, they will also be eligible to a Credly digital badge. There is no requirement to be eligible to take the exam, but our recommendations to be well prepared on exam day are:

- Take at least one Tosa Google Slides adaptive assessment to estimate your level and get familiar with the test format
- Use free practice tests on our website for training
- Follow e-learning or training courses (average duration per level is between 10 and 15 hours per certification so around 150 hours total)

Tosa certification diplomas are valid for three years from the date of issue as skill levels evolve or decline over time, depending on the use of the software. New software and software versions are released every year, and skills must be updated. We cannot legitimately certify a digital skills level for more than three years. Limiting the certification validity reinforces the need for life-long learning and professional development.

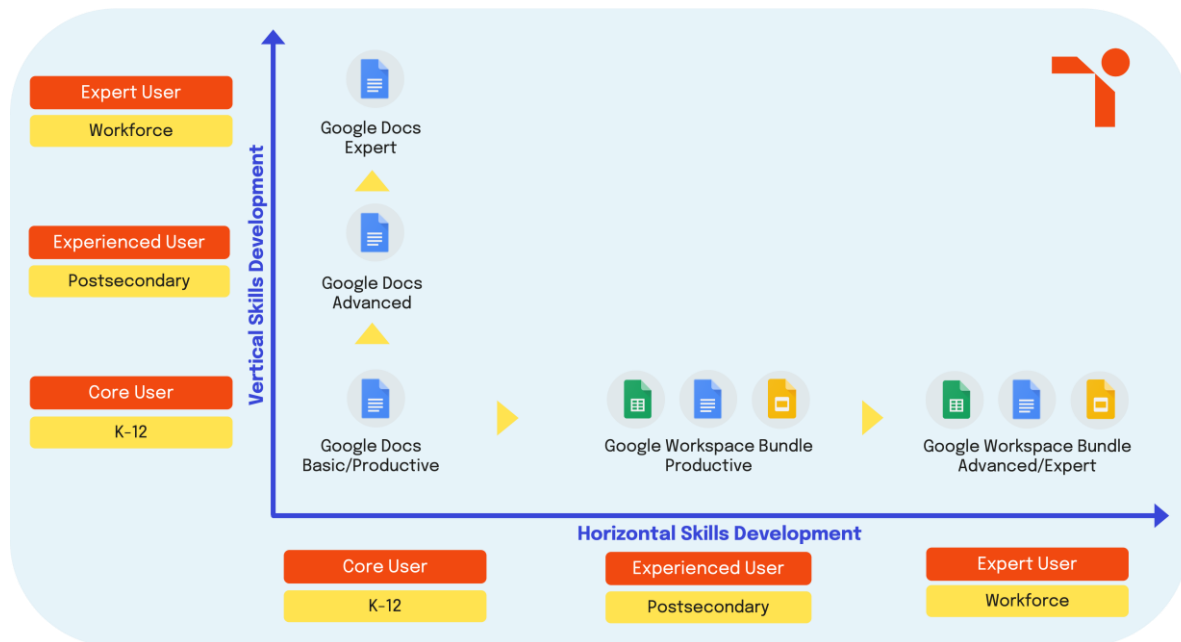
Tosa certifications can be retaken when it is expired. Earners willing to improve their score and level can also retake the exam at any time.

Tosa Sequence for Progressive Skills Development

Students and professionals can tailor their certification journey with Tosa, demonstrating their expertise in ways that align with their unique needs and goals.

With the **Tosa Google Slides Certification**, starting at a basic level, users can progress vertically, advancing to productive, advanced, and expert levels as their skills grow. This clear path encourages continuous improvement and validates each stage of their development. Tosa’s structure makes it easy to track progress and showcase evolving expertise.

With the **Tosa Google Workspace Bundle Certification**, users can expand their skill set horizontally across Google Workspace applications, mastering interconnected applications that touch on a broader range of competencies. This flexible approach empowers individuals to develop both depth and breadth in their skillset, enhancing career prospects and workplace versatility.



Level 1 – Beginner User

Between 1 and 350 points

The Beginner Proficiency is set for a score from 1 to 350, which is the lowest TOSA® score category. Achievement of the Beginner score defines little or limited knowledge of the Slides application, including the application's basic functions and features, highlighting the inability to use the application in a professional environment.

Overview

Domains	Skills Assessed
Environment and Methods	<ul style="list-style-type: none">↗ Open and close the application↗ Recognize a Slide presentation↗ Know the most common menu items and their main functions↗ Open and create a presentation↗ Create and/or insert a slide
Text Formatting	<ul style="list-style-type: none">↗ Increase font size↗ Change the font type↗ Change the color or size of the text↗ Switch from italics to bold↗ Underline text↗ Recognize bullet points or numbering
Graphic Objects	<ul style="list-style-type: none">↗ Identify and insert a simple picture, table, or shape into a presentation
Themes and Templates	<ul style="list-style-type: none">↗ None

Level 2 – Basic User

Between 351 and 550 points

Prior to the acquisition of the skills of the Basic level, the candidate will have mastered the skills of the Beginner level.

Environment and Methods

Environment

Candidates demonstrate a basic knowledge of the Slides interface and environment. They can open a presentation and are familiar with the Slides window elements, such as the ruler and the navigation pane. Additionally, candidates are familiar with the toolbar and can navigate the menu.

Working on a presentation

Candidates possess the minimum knowledge needed to work on a presentation. They can open a presentation or create a new presentation from predefined templates. They can move throughout a presentation using the cursor or the keyboard. They can print a presentation using default settings. They can also undo or redo an action, manipulate presentation slides in Normal view, as well as insert, delete, select, and move slides, and launch a slideshow.

Business application: For example, on a content manager profile, these skills are useful for optimizing the creation of text or multimedia content and making simple presentations to share internally.

Text formatting

Text boxes

Basic users understand how text boxes work in Slides and can enter text in a presentation. They can identify content placeholders and insert text in them. They can perform a simple copy-cut-paste operation with the mouse or via keyboard shortcuts.

Text formatting

Candidates are expected to be familiar with basic text formatting tools. They can change font type and size, can bold, underline, and italicize text, change text color, highlight color, and change text case. They can also apply basic paragraph formatting such as text alignment (left, centered, right, justified), text indentation (increase/decrease), apply shading, and insert a bulleted or numbered list.

Tables

Candidates know how to insert a simple table and add or delete rows or columns. They can increase or decrease table size and merge cells.

Business application: For example, on a content manager profile, these skills allow them to create digital content (blog articles, white papers, images, infographics, videos, etc.) and optimize their communication by creating and distributing content.

Graphic Objects

Inserting graphic objects

Candidates can insert simple graphic objects (pictures, photos, shapes, text boxes), and perform simple modifications of said objects, notably outline color and fill color. They can also resize and reposition objects.

Simple animations

Basic-level candidates have limited knowledge of animations but can identify animated objects in a presentation as well as transitions.

Business application: For example, for a content manager profile, these skills enable them to illustrate content and develop an editorial strategy with multimedia support in line with the communication plan in place.

Themes and Templates

Opening a template

Candidates can open a presentation template, revert to the default formatting of a presentation if necessary, and make simple changes.

Applying a template

The basic level requires knowing how to apply a predefined theme to a presentation.

Business application: For example, in the case of a content manager, these skills enable them to format and homogenize content for publication purposes and to make it available in digital format.

Overview

Domains	Skills Assessed
Environment and Methods	<ul style="list-style-type: none"> ↗ Open and create a presentation ↗ Create and/or insert a slide ↗ Select and delete a slide ↗ Print a presentation ↗ Use the Zoom function ↗ Undo and restore an action ↗ Use grid view
Text Formatting	<p>Text boxes:</p> <ul style="list-style-type: none"> ↗ Identify a text box ↗ Copy and paste text ↗ Recognize the spell-checker suggestions

	<p>Text formatting:</p> <ul style="list-style-type: none"> → Change the text font size and type (bold, italics, underlined...) → Change text case → Change the text color → Use highlight color → Create bulleted or numbered lists → Align the text <p>Tables:</p> <ul style="list-style-type: none"> → Create/insert a basic table → Change columns' width and rows height → Add and remove rows and columns → Merge cells
<p>Graphic Objects</p>	<p>Inserting graphic objects:</p> <ul style="list-style-type: none"> → Insert a simple graphic object (picture, image, or shape) → Reposition an object in a presentation → Resize an object <p>Simple animations:</p> <ul style="list-style-type: none"> → Identify an animated object on a slide
<p>Themes and Templates</p>	<p>Template:</p> <ul style="list-style-type: none"> → Open a presentation template → Revert to the default formatting of a presentation → Make simple changes <p>Applying a predefined theme:</p> <ul style="list-style-type: none"> → Apply a predefined theme to a presentation

Level 3 – Productive User

Between 551 and 725 points

Prior to the acquisition of the skills of the Productive level, the candidate will have mastered the skills of the Basic level.

Environment and Methods

Navigating

Productive users can identify all the views and master the methods for accessing different views. They also can change slide orientation.

Record and Print options

Productive-level candidates master basic print options and can download a presentation as a PDF file.

Candidates master most printing options, such as selecting the number of slides to print per page.

Slideshow options

Candidates can use basic slideshow options. They can launch a slideshow from the beginning or from the current slide, can configure slide advancement (timed or manual), can use Presenter view, and apply predefined animations.

Business application: For example, for a promotion manager, these skills allow them to develop operational marketing plans that they can share with their teams.

Text formatting

Text formatting

Candidates can create text boxes and format them (apply a fill or change the border), can change font style, and character and line spacing, use strikethrough, subscript, superscript, and apply text effects. They can additionally copy formatting, put text into columns, and set left tab markers.

Searching and modifying text

Productive users can perform simple text searches within a presentation, either via the menu or keyboard shortcuts. They can move throughout a long presentation.

Business application: For example, in the profile of a promotion manager, these skills enable the creation of elaborate presentations for all internal plans (marketing, sales, promotional, etc.) and the development of content for information and communication media.

Graphic Objects

Inserting and Formatting graphic objects

Candidates can insert all types of graphic objects, including graphs and complex shapes like connectors.

They can download a Slide as an image, edit and arrange graphic objects, and adjust object positioning. Candidates can apply an outline or add a fill to an object and crop an image.

Animations

The productive level requires candidates to know how to apply predefined motion paths to the text and objects.

Business application: For example, for a promotion manager, these skills enable the use of text or multimedia resources for qualitative and quantitative studies or the presentation of cross-channel marketing plans, promotional actions, or sales plans.

Themes and Templates

Themes options

Candidates can apply predefined themes to an entire presentation or just to specific slides. They can change theme colors and fonts and understand the effect a new theme has on text formatting. They can also define background styles.

Business application: For example, on a profile of a promotion manager, these skills are useful for making proposals for visual recommendations and formatting presentations. These skills are also used in the analysis of the positioning of offers and "search marketing", displays and affiliations.

Overview

Domains	Skills assessed
Environment and Methods	<p>Navigating:</p> <ul style="list-style-type: none"> → Identify different views → Master the different methods of inserting slides → Change slides orientation → Hide a slide → Insert and delete comments <p>Recording and printing options:</p> <ul style="list-style-type: none"> → Set printer parameters

	<ul style="list-style-type: none"> ➤ Download a presentation as a PDF file <p>Slideshow options:</p> <ul style="list-style-type: none"> ➤ Set simple slideshow configuration ➤ Add transition effects to slides ➤ Set slide timings ➤ Use Presenter View
<p>Text Formatting</p>	<p>Text formatting:</p> <ul style="list-style-type: none"> ➤ Create a text box ➤ Use super and subscript ➤ Manage font styles ➤ Change line spacing ➤ Apply text effects ➤ Format painter ➤ Split text into columns ➤ Insert text in a shape <p>Searching and modifying text:</p> <ul style="list-style-type: none"> ➤ Use the Find tool ➤ Use the automatic spelling <p>Tables:</p> <ul style="list-style-type: none"> ➤ Change the table border and add a fill
<p>Graphic Objects</p>	<p>Inserting and formatting graphic objects:</p> <ul style="list-style-type: none"> ➤ Insert various graphic objects ➤ Insert complex shapes (connectors, diagrams, etc.) ➤ Save a Google Slide as an image ➤ Change objects' order (background, foreground, etc.) ➤ Crop an image ➤ Duplicate an object
<p>Themes and Templates</p>	<p>Theme options:</p> <ul style="list-style-type: none"> ➤ Apply a predefined theme to the entire presentation or just to specific slides ➤ Apply a background style ➤ Change theme colors and fonts ➤ Change theme fonts

Level 4 - Advanced User

Between 726 and 875 points

Prior to the acquisition of the skills of the Advanced level, the candidate will have mastered the skills of the Productive level.

Environment and Methods

Customizing the environment and display

Advanced users have thorough proficiency in the Slides environment. They are fully familiar with the contents of the window and can easily move between tabs to complete tasks.

Slides

Candidates are familiar with slide arrangements in order to arrange slides and move text. They can insert and edit page breaks, edit slide orientation, and insert and manage headers and footers.

Slideshow

Candidates master the launch and sequencing of complex slideshows. They can recognize and use the various Slides views. They can also configure a presentation to run automatically and set slideshow timings.

Business application: For example, for a marketing product manager, these skills are useful for creating and customizing presentation materials for employees (marketing plans, market analysis, competitive intelligence, advertising, communication campaigns, etc.).

Text formatting

Text layout

Candidates can use the most advanced formatting options. They can align text boxes, insert special characters, change text orientation, and configure presentation language options.

Text organization

Candidates can add bookmarks to Slides presentations, can insert hyperlinks, and use the various Search and Replace options.

Business application: For example, for a product marketing/distribution manager profile, these skills enable them to create content for, for example, the implementation of communication campaigns for the release and promotion of the product, or service.

Graphic Objects

Complex graphic objects

Candidates can insert all types of graphic objects in a presentation, including audio and/or video files. They can also insert objects created with other Google Workspace applications, such as Docs or Sheets, and can distinguish a linked object from an embedded one.

Editing and organizing graphic objects

Candidates must prove a solid mastery of the tools used to modify and arrange graphic objects. They can convert shapes and apply effects to them, retouch inserted images by changing color, and luminosity, or apply a filter.

Customizing complex animations

Candidates are fully familiar with the various types of animation effects: entrance, emphasis, exit, and motion paths. They also know the Animation pane and can configure Effect Options, animation triggers, and animation timing.

Business application: For example, on a product marketing/distribution manager profile, these skills are useful to create illustrated content, carry out market research, present qualitative and quantitative studies, or carry out competition studies.

Themes and Templates

Customizing themes and templates

Candidates can customize themes and templates and use the appropriate view to do so.

Business application: For example, on a product marketing/distribution manager profile, these skills are useful for formatting presentations and mastering the form.

Overview

Domains	Skills assessed
<p>Environment and Methods</p>	<p>Customizing the environment and display:</p> <ul style="list-style-type: none"> -> Know all the toolbar options -> Master the different views <p>Backstage mode and file formats:</p> <ul style="list-style-type: none"> -> Manage versions -> Configure printing options <p>Slides:</p> <ul style="list-style-type: none"> -> Insert and manage page breaks

	<ul style="list-style-type: none"> ➤ Manage headers and footers <p>Slideshows:</p> <ul style="list-style-type: none"> ➤ Master the different modes of presentation ➤ Configure a slideshow to run automatically
<p>Text Formatting</p>	<p>Text layout:</p> <ul style="list-style-type: none"> ➤ Align text boxes ➤ Insert special characters ➤ Change text orientation ➤ Use automatic corrections <p>Text organization:</p> <ul style="list-style-type: none"> ➤ Add bookmarks to a presentation ➤ Insert hyperlinks ➤ Master the Search and Replace functions
<p>Graphic Objects</p>	<p>Complex graphic objects:</p> <ul style="list-style-type: none"> ➤ Insert a video file ➤ Insert objects created with other Google Workspace applications (Docs, Sheets) ➤ Differentiate a linked object from an embedded one <p>Editing and organizing graphic objects:</p> <ul style="list-style-type: none"> ➤ Convert shapes and apply effects to them ➤ Retouch an inserted picture ➤ Group and ungroup objects ➤ Align objects
<p>Themes and Templates</p>	<p>Customizing themes and templates:</p> <ul style="list-style-type: none"> ➤ Master the Slide Master view ➤ Create and save a custom template

Level 5 – Expert User

Between 876 and 1000 points

Prior to the acquisition of the skills of the Expert level, the candidate will have mastered the skills of the Advanced level.

Environment and Methods

Interface customization

They can create and run complex macros.

Presenting and Broadcasting

Candidates master all the presentation delivery options. They can easily use the zoom, the simulated laser pointer, and annotations. They can deliver a presentation in loop, create a presentation video, and publish a presentation to the Web. They fully understand compatibility modes and all the options for document protection. They can restrict who may edit a presentation, create a slide library, and compare presentations.

Business application: For example, for a graphic designer profile, these skills allow them to customize his/her presentations and adapt them to their content (create templates from a client's graphic charter, create commercial supports, financial presentations, etc.).

At this level, the candidate can train on the software.

Text formatting

Formatting

Expert users possess exhaustive proficiency in customizing the presentation window.

They can open and save a macro.

Table Layout

The expert level requires candidates to know how to easily create, format, and perform advanced editing of tables and are thoroughly familiar with all table style options.

Business application: For example, for a graphic designer profile, these skills allow them to create content perfectly adapted to their needs or those of their clients, and to master the content as well as the form (font, tables, etc.).

At this level, the candidate can train on the software.

Graphic Objects

Complex Graphic Objects

Candidates can expertly manipulate graphic objects – they can insert any type of object, link and embed them in a presentation, and edit them.

They are fully familiar with image retouching options, and the application of effects to objects.

They perfectly handle audio and video objects.

Animation

Expert users can expertly manipulate animations and transitions, including special effects such as speed, direction, delay, repetition, and locking a motion path. They can also duplicate an animation, configure the timing, identify, and configure a precise animation sequence, and configure animation triggers. They can create automatic animations.

Business application: For example, for a graphic designer, these skills are useful for illustrating and revitalizing his presentations (creating templates from a client's graphic charter, creating commercial supports, financial presentations, etc.).

At this level, the candidate can train on the software.

Themes and Templates

Candidates master themes and templates. They can easily configure slide layouts, create slide masters, create multiple slide masters for a single presentation, edit and reapply a slide layout, and use font sets.

Business application: For example, for a graphic designer profile, these skills are needed to customize Slides themes and templates and even create them to adapt presentations to a defined graphic charter.

At this level, the candidate can train on the software.

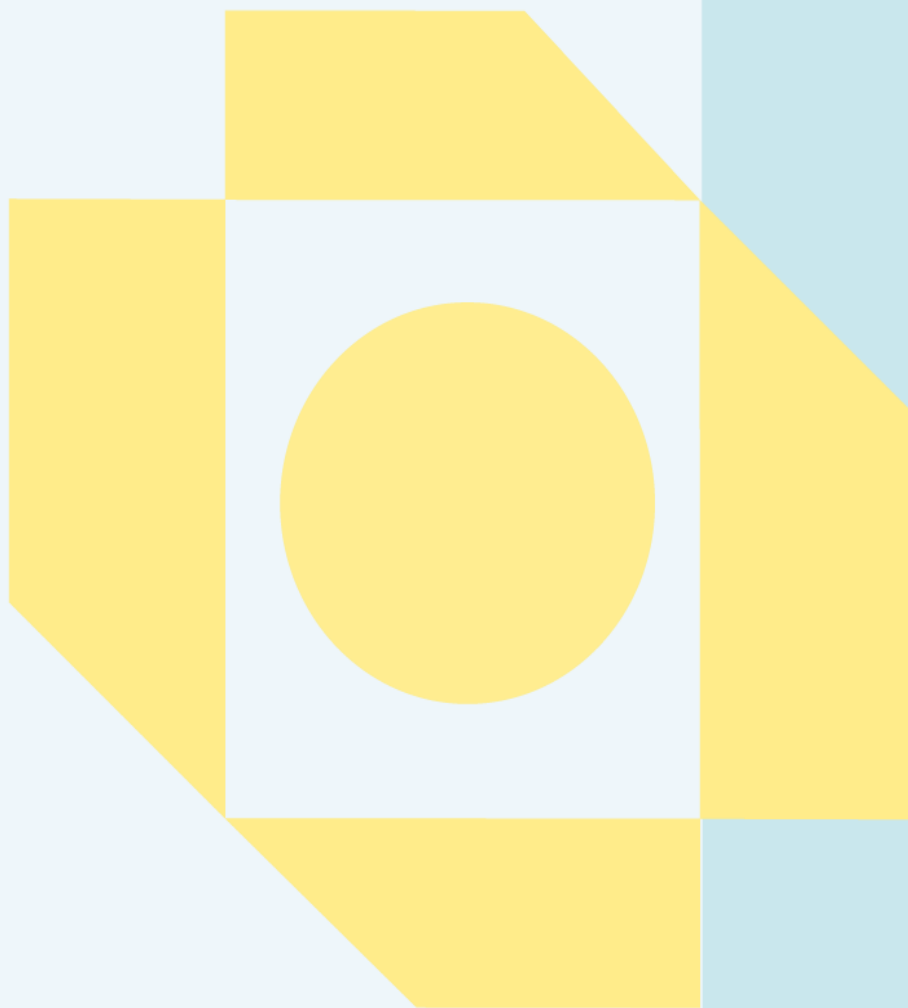
Overview

Domains	Skills assessed
Environment and Methods	<p>Interface customization:</p> <ul style="list-style-type: none"> → Open and save a presentation with a macro → Customize the presentation window <p>Presenting and broadcasting:</p> <ul style="list-style-type: none"> → Master all presentation options → Create and manage custom slideshows → Broadcast a slideshow in loop → Master all Google Slides file formats → Publish a presentation to the Web → Manage different modes of compatibility → Compare presentations

<p>Text Formatting</p>	<p>Formatting:</p> <ul style="list-style-type: none"> → Custom styles → Use advanced font tools → Manage spellcheck options <p>Table layout:</p> <ul style="list-style-type: none"> → Master the table style options perfectly → Insert a background into a table
<p>Graphic Objects</p>	<p>Complex Graphic Objects:</p> <ul style="list-style-type: none"> → Insert any type of object → Use all picture editing tools → Use advanced positioning and alignment functions → Manage audio and video objects <p>Animation:</p> <ul style="list-style-type: none"> → Master any type of animation → Manage any type of settings (sound, text animation, timing) → Manage slide transitions
<p>Themes and Templates</p>	<p>Themes and templates:</p> <ul style="list-style-type: none"> → Manage slide layout → Create a slide master for a presentation → Create multiple slide masters for a presentation → Change and reapply a slide layout → Master the use of font sets



Your skills. Your advantage.



contact@isograd.com