



Microsoft PowerPoint (Office 2019): Exam MO-300

The Microsoft Office Specialist: PowerPoint Associate Certification demonstrates competency to create, edit, and enhance presentations and slideshows.

Objective Domains

1. Manage Presentations

- 1.1 Modify slide masters, handout masters, and note masters
- 1.2 Change presentation options and views
- 1.3 Configure print settings for presentations
- 1.4 Configure and present slide shows (Custom shows, Options, Rehearse timing, Recording, Presenter View)
- 1.5 Prepare presentations for collaboration (Mark final, Protect, Inspect, Preserve content, Export, Comments)

2. Manage Slides

- 2.1 Insert slides (From Word, Another presentation, Layouts, Summary Zoom, Duplicate)
- 2.2 Modify slides (Hide/unhide, Backgrounds, Headers/footers/page numbers)
- 2.3 Order and group slides (Sections, Order, Rename sections)

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3. Insert and Format Text, Shapes, and Images

- 3.1 Format text (Styles, Columns, Lists)
- 3.2 Insert links (Hyperlinks, Section/Slide Zoom)
- 3.3 Insert and format images (Resize, Crop, Styles, Screenshots)
- 3.4 Insert and format graphic elements (Shapes, Digital ink, Text boxes, Alt text)
- 3.5 Order and group objects on slides

4. Insert Tables, Charts, SmartArt, 3D Models, and Media

- 4.1 Insert and format tables
- 4.2 Insert and modify charts
- 4.3 Insert and format SmartArt graphics
- 4.4 Insert and modify 3D models
- 4.5 Insert and manage media (Audio, Video, Screen recordings)

5. Apply Transitions and Animations

- 5.1 Apply and configure slide transitions
- 5.2 Animate slide content
- 5.3 Set timing for transitions

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