

Microsoft®

PowerPoint

Associate Certification

Exam MO-300

Course Description

Microsoft PowerPoint teaches the skills necessary to create and manage presentations using a variety of features, including enhancing slide shows with charts, automation, transitions, and audio and video media.

Students who complete this course will have reviewed all of the exam objectives and be prepared to take the Microsoft Office Specialist PowerPoint Exam #MO-300. Successful completion of the certification exam validates the knowledge and skill sets for individuals seeking employment or advancement in their careers.

Suggested Course Length: 30-50 Hours

Course Prerequisites

This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse. The course assumes that students have completed the *Microsoft Windows* course or have equivalent Microsoft Windows knowledge and experience.

- start and run Windows
- use the taskbar
- use the Start button
- use the Help feature
- use Minimize, Restore Down/Maximize, or Close
- use the left and right mouse buttons appropriately
- understand file management techniques
- navigate between files, folders, or drives

Lesson 1: Getting Started

What is PowerPoint?
 Starting PowerPoint
 Creating New Presentations
 Looking at the PowerPoint Window
 Adding Text
 Using the Ribbon
 Viewing Screen Tips
 Using the Quick Access Toolbar
 Moving Around in Presentations
 Changing Slide Size Options
 Managing Presentation Files
 Saving Presentations
 Maintaining Backward Compatibility
 Modifying Presentation Properties
 Viewing Presentations
 Closing a Presentation
 Opening a Presentation

Lesson 2: Working with Slides

Using Themes
 Applying Themes
 Modifying Themes
 Formatting Slide Backgrounds
 Understanding Slide Layouts
 Applying Slide Layouts
 Formatting Placeholders
 Customizing Slide Layouts
 Understanding Slide Masters
 Using Slide Master View
 Using Gridlines and Guides
 Using the Ruler
 Modifying an Existing Slide Layout
 Applying Modified Layouts to Slides
 Managing Slides
 Inserting New Slides
 Duplicating Slides
 Hiding and Showing Slides
 Inserting Slides from Existing Presentations
 Inserting Slides from an Outline
 Deleting Slides
 Adding Footers, Dates, and Slide Numbers
 Controlling Slide Numbers
 Organizing Slides
 Using the Slide Sorter
 Rearranging Slides
 Using Sections

Lesson 3: Working with Text

Using an Outline
 Using the Outline View

Importing Outlines
 Importing Text File Outlines
 Importing Word Document Outlines
 Using the Spelling Checker
 Cutting, Copying, and Pasting Text
 Using the Office Clipboard
 Using Drag and Drop
 Using Bullets and Numbering
 Applying Bullets
 Applying Numbering
 Promoting and Demoting Lists
 Formatting Text
 Using Quick Styles
 Using the Format Painter
 Clearing Formatting
 Formatting Paragraphs
 Horizontal Alignment
 Add or Remove Columns
 Indenting Paragraphs
 Line Spacing
 Paragraph Spacing
 Changing the Direction of Text
 Changing the Vertical Position of Text
 Setting Tabs
 Creating Tabs with the Tab Selector
 Creating Tabs with the Tabs Dialog Box
 Using Text Boxes
 Sizing and Positioning Text Boxes
 Changing the Order, Alignment, Orientation, and Rotation of Text Boxes
 Formatting Text Boxes
 Reusing Formatting

Lesson 4: Working with Charts and Tables

Using Charts and Tables
 Inserting Charts
 Changing the Chart Type
 Selecting and Editing Chart Data
 Changing the Chart Layout and Style
 Understanding Chart Elements.
 Selecting Chart Elements
 Formatting Chart Elements
 Changing the Size and Position of a Chart Element
 Adding and Removing Chart Elements

Modifying Chart Parameters
 Importing from Other Applications
 Using Tables
 Creating Tables from Scratch
 Copying and Pasting a Table from Word or Excel
 Inserting a Portion of an Excel Worksheet as a Table
 Inserting an Excel Worksheet as a Table
 Selecting Elements and Moving within a Table
 Modifying Tables
 Changing the Size or Position of a Table
 Changing the Size of a Row or Column
 Inserting and Deleting Rows or Columns
 Merging and Splitting Rows or Columns
 Formatting a Table
 Changing the Alignment or Orientation

Lesson 5: Adding Multimedia Elements

Using Multimedia Elements
 Working with Shapes
 Formatting Shapes
 Adjusting, Changing, and Editing Shapes
 Arranging Shapes
 Creating Custom Shapes
 Working with Pictures
 Inserting Pictures
 Adjusting Pictures
 Applying Styles and Effects to Pictures
 Arranging Pictures
 Resizing and Cropping Pictures
 Inserting and Modifying Hyperlinks
 Inserting and Modifying Action Buttons
 Working with SmartArt
 Choosing a SmartArt Layout
 Modifying SmartArt Shapes
 Using SmartArt Styles
 Changing the Orientation
 Converting SmartArt to Text or Shapes
 Working with 3D Models
 Inserting 3D Models
 Modifying 3D Models

Lesson 6: Enhancing Presentations

Audio and Video Media

Inserting Audio

Inserting Video

Inserting a Screen Recording

Compressing and Optimizing Media

Using Transitions

Inserting Transitions between Slides

Changing the Duration of Transitions

Modifying Transition Effect Options

Managing Multiple Transitions

Using Animations

Applying Animations to Objects

Applying Motion Path Animations

Changing Animation Settings and Options

Applying Animations to Text

Using the Animation Painter

Changing the Order of Animations

Removing Animations

Animating 3D Models

Applying Multiple Animations to 3D Models

Drawing with Digital Ink

Lesson 7: Preparing the Slide Show

Lesson Objectives

Reviewing Presentations

Using Comments

Inserting Comments

Editing and Replying to Comments

Customizing the Presentation

Adding Speaker Notes

Creating Handouts

Embedding Fonts

Proofing a Presentation

Manually Proofing a Presentation

Using the Accessibility and Compatibility Checkers

Ensuring a Presentation is Compatible

Running the Slide Show

Setting Up a Slide Show

Using Presentation Tools

Using the Presenter View

Rehearsing a Presentation

Customizing Rehearsed Timings

Recording a Presentation

Creating Custom Slideshows

Using the Zoom Feature

Inserting Summary Zoom Slides

Inserting Section Zoom Links

Inserting Slide Zoom Links

Lesson 8: Sharing Presentations

Reducing the Size of a

Presentation File

Compressing and Optimizing Media

Compressing Pictures

Discarding Picture Editing Information

Inspecting a Presentation

Using the Document Inspector

Protecting a Presentation

Encrypting Presentations with a Password

Marking a Presentation as Final

Restricting Access

Adding a Digital Signature

Opening a Presentation as Read-Only

Exporting Presentations in Other Formats

Saving in an Earlier PowerPoint Format

Creating PowerPoint Shows

Saving a Presentation as a PDF or XPS Document File

Saving a Presentation as Images

Saving a Presentation as a Video

Save a Presentation as an Outline

Saving a Presentation as an OpenDocument

Packaging Presentations for CD

Printing a Presentation