

Microsoft®

PowerPoint

2019/365

Associate Certification Guide

Courseware 3276

Exam MO-300

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Course Description

This *Microsoft PowerPoint 2019/365 Associate Certification Guide* 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

About this Courseware

Courseware Description
 Course Design
 Course Objectives
 Conventions and Graphics

Lesson 1: Getting Started

Lesson Objectives

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 Summary

Review Questions

Lesson 2: Working with Slides

Lesson Objectives

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 Summary

Review Questions

Lesson 3: Working with Text

Lesson Objectives

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 Summary

Review Questions

Lesson 4: Working with Charts and Tables

Lesson Objectives

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 Summary

Review Questions

Lesson 5: Adding Multimedia Elements

Lesson Objectives

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 Summary
 Review Questions

Lesson 6: Enhancing Presentations

Lesson Objectives
 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 Summary
 Review Questions

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 Summary
 Review Questions

Lesson 8: Sharing Presentations

Lesson Objectives
 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

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Appendices

Appendix A: Courseware Mapping
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