



Microsoft PowerPoint 2019

Exam Preparation Course Outline

Exam MO-300: Microsoft PowerPoint (PowerPoint and PowerPoint 2019)

Welcome

Welcome to your Microsoft PowerPoint 2019 course and thank you for choosing to study with Skills Campus.

You will receive a digital copy of your study material, which will come in a ZIP file. Most operating systems have built-in software that will open this automatically. If your system does not open the file, you can easily open this file by downloading any free zip software.

Skills Campus' Learning Management Platform is powered by uCertify.

Course Objective

This course will teach you how to create, edit, and enhance presentations and slideshows; create and manage presentations; insert and format text, shapes, and images; insert tables, charts, SmartArt, 3D models, and media; apply transitions and animations; and more.

This course offers two different levels of difficulty - from beginner to advanced. Both levels have a range of topics that are accompanied by quizzes, flashcards, hands-on labs, and video tutorials. If you feel you are already competent in the basics, you can choose to begin with the level 2 course.

All three levels map the objectives to successfully complete the exam for the Microsoft certification. Upon completion of both levels of Microsoft courses with Skills Campus, you can gain the required skillset to go for the Microsoft MO-300 Exam, which leads to becoming certified with the Microsoft Office Specialist: PowerPoint Associate (PowerPoint and PowerPoint 2019) certification.

Syllabus

Module 1: Fundamentals

Module 2: Creating a presentation

Module 3: Formatting

Module 4: Working with shapes and images

Module 5: Working with charts and tables

Module 6: Customisation

Module 7: Advanced formatting

Module 8: Animation, time effects, and media

Module 9: Reviewing content, tracking changes, and saving in other formats

Module 10: Custom slide shows

Module 11: Sharing, collaborating, and security

Level 1: PowerPoint Essential Skills

After you complete this course, you will know how to:

- Create and save documents, cut and paste text, and use different document views
- Format characters and paragraphs; use styles, Quick Styles, and themes; and create bulleted and numbered lists
- Set up page layout, set tab stops, use headers and footers, and apply templates
- Insert, format, and layout pictures
- Insert and format tables

Module 1: Fundamentals

- A: Exploring the PowerPoint environment
- Summary

Module 2: Creating a presentation

- A: Creating a presentation
- B: Creating and modifying slide content
- Summary

Module 3: Formatting

- A: Working with slide masters and layouts
- B: Formatting slides and text
- Summary

Module 4: Working with shapes and images

- A: Creating and formatting shapes
- B: Working with images
- Summary

Module 5: Working with charts and tables

- A: Working with charts
- B: Working with tables
- Summary

Module 6: Customisation

- A: Slide transitions
- B: Additional text options
- C: Printing
- Summary

Level 2: PowerPoint Advanced Skills

After you complete this course, you will know how to:

- Create and format SmartArt, work with advanced Notes Page features, and work with orientation options
- Animate slide content, work with timings of animation and transitions, and insert and format external media
- Track editorial changes, review content, resolve differences, and manage multiple presentations
- Create, configure, and present custom slide shows
- Address and resolve security concerns, and work with sharing features

Module 7: Advanced formatting

- A: Inserting and formatting SmartArt
- B: Inserting and formatting 3D models
- C: Additional formatting options
- Summary

Module 8: Animation, time effects, and media

- A: Animating slide content
- B: Inserting and formatting media
- Summary

Module 9: Reviewing content, tracking changes, and saving in other formats

- A: Reviewing content and tracking changes
- B: Saving a presentation in other formats
- Summary

Module 10: Custom slide shows

- A: Working with notes pages
- B: Configuring, rehearsing, and presenting slide shows
- Summary

Module 11: Sharing, collaborating, and security

- A: Protecting your presentations
- B: Sharing your presentations
- Summary