Microsoft PowerPoint (Microsoft 365 Apps and Office 2019): Exam MO-300

The Microsoft Office Specialist: PowerPoint Associate Certification demonstrates competency to create, edit, and enhance presentations and slideshows. The exam covers the ability to create and manage presentations, insert and format shapes and slides, create slide content, apply transitions and animations and manage multiple presentations. Presentation examples include professional-grade sales presentations, employee training, instructional materials, and kiosk slideshows.

An individual earning this certification has approximately 150 hours of instruction and hands-on experience with the product, has proven competency at an industry associate-level and is ready to enter into the job market. They can demonstrate the correct application of the principal features of PowerPoint and can complete tasks independently.

Microsoft Office Specialist Program certification exams use a performance-based format testing a candidate's knowledge, skills and abilities using the Microsoft 365 Apps and Office 2019 programs:

- Microsoft Office Specialist Program exam task instructions generally do not include the command name. For example, function names are avoided, and are replaced with descriptors. This means candidates must understand the purpose and common usage of the program functionality in order to successfully complete the tasks in each of the projects.
- The Microsoft Office Specialist Program exam format incorporates multiple projects as in the previous version, while using enhanced tools, functions, and features from the latest programs.

Microsoft Office Specialist Program is the only official Microsoft-recognized certification program for Microsoft Office globally.

Objective Domains

1. Modify slide masters, handout masters, and note masters
   1.1 Change the slide master theme or background
   1.2 Modify slide master content
   1.3 Create slide layouts
   1.4 Modify slide layouts
   1.5 Modify the handout master
   1.6 Modify the notes master

2. Change presentation options and views
   2.1 Change slide size
   2.2 Display presentations in different views
   2.3 Set basic file properties

3. Configure print settings for presentations
   3.1 Print all or part of a presentation
   3.2 Print notes pages
   3.3 Print handouts
   3.4 Print in color, grayscale, or black and white
4.1 Insert and format tables
   4.1.1 Create and insert tables
   4.1.2 Insert and delete table rows and columns
   4.1.3 Apply built-in table styles

4.2 Insert and modify charts
   4.2.1 Create and insert charts
   4.2.2 Modify charts

4.3 Insert and format SmartArt graphics
   4.3.1 Insert SmartArt graphics
   4.3.2 Convert lists to SmartArt graphics
   4.3.3 Add and modify SmartArt graphic content

4.4 Insert and modify 3D models
   4.4.1 Insert 3D models
   4.4.2 Modify 3D models

4.5 Insert and manage media
   4.5.1 Insert audio and video clips
   4.5.2 Create and insert screen recordings
   4.5.3 Configure media playback options

5.1 Apply and configure slide transitions
   5.1.1 Apply basic and 3D slide transitions
   5.1.2 Configure transition effects

5.2 Animate slide content
   5.2.1 Animate text and graphic elements
   5.2.2 Animate 3D models
   5.2.3 Configure animation effects
   5.2.4 Configure animation paths
   5.2.5 Reorder animations on a slide

5.3 Set timing for transitions
   5.3.1 Set transition effect duration
   5.3.2 Configure transition start and finish options