

# **MO-300: Microsoft PowerPoint (Office 2019) – Skills Measured**

NOTE: The bullets that appear below each of the skills measured are intended to illustrate how we are assessing that skill. This list is not definitive or exhaustive.

NOTE: In most cases, exams do NOT cover preview features, and some features will only be added to an exam when they are GA (General Availability).

## **Manage presentations**

### **Modify slide masters, handout masters, and note masters**

- change the slide master theme or background
- modify slide master content
- create slide layouts
- modify slide layouts
- modify the handout master
- modify the notes master

### **Change presentation options and views**

- change slide size
- display presentations in different views
- set basic file properties

### **Configure print settings for presentations**

- print all or part of a presentation
- print notes pages
- print handouts
- print in color, grayscale, or black and white

### **Configure and present slide shows**

- create custom slide shows
- configure slide show options
- rehearse slide show timing
- set up slide show recording options
- present slide shows by using Presenter View

## **Prepare presentations for collaboration**

- mark presentations as final
- protect presentations by using passwords
- inspect presentations for issues
- add and manage comments
- preserve presentation content
- export presentations to other formats

## **Manage slides**

### **Insert slides**

- import Word document outlines
- insert slides from another presentation
- insert slides and select slide layouts
- insert Summary Zoom slides
- duplicate slides

### **Modify slides**

- hide and unhide slides
- modify individual slide backgrounds
- insert slide headers, footers, and page numbers

### **Order and group slides**

- create sections
- modify slide order
- rename sections

## **Insert and format text, shapes, and images**

### **Format text**

- apply formatting and styles to text
- format text in multiple columns
- create bulleted and numbered lists

### **Insert links**

- insert hyperlinks
- insert Section Zoom links and Slide Zoom links

## **Insert and format images**

- resize and crop images
- apply built-in styles and effects to images
- insert screenshots and screen clippings

## **Insert and format graphic elements**

- insert and change shapes
- draw by using digital ink
- add text to shapes and text boxes
- resize shapes and text boxes
- format shapes and text boxes
- apply built-in styles to shapes and text boxes
- add alt text to graphic elements for accessibility

## **Order and group objects on slides**

- order shapes, images, and text boxes
- align shapes, images, and text boxes
- group shapes and images
- display alignment tools

## **Insert tables, charts, smartArt, 3D models, and media**

### **Insert and format tables**

- create and insert tables
- insert and delete table rows and columns
- apply built-in table styles

### **Insert and modify charts**

- create and insert charts
- modify charts

### **Insert and format SmartArt graphics**

- insert SmartArt graphics
- convert lists to SmartArt graphics
- add and modify SmartArt graphic content

### **Insert and modify 3D models**

- insert 3D models
- modify 3D models

### **Insert and manage media**

- insert audio and video clips
- create and insert screen recordings
- configure media playback options

## **Apply transitions and animations**

### **Apply and configure slide transitions**

- apply basic and 3D slide transitions
- configure transition effects

### **Animate slide content**

- animate text and graphic elements
- animate 3D models
- configure animation effects
- configure animation paths
- reorder animations on a slide

### **Set timing for transitions**

- set transition effect duration
- configure transition start and finish options