

ExamLabs

**Microsoft PowerPoint
Study Guide
Exam MO-300**

Contents

1 Manage presentations

Objective 1.1: Modify slide masters, handout masters, and note masters

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- Change the slide master theme or background

- Create and modify slide layouts

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Objective 1.2: Change presentation options and views

- Display presentations in different views

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Objective 1.4: Configure and present slideshows

- Configure slideshow options

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Objective 3.3: Insert and format images

- Insert images

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- Display alignment tools

- Align shapes, images, and text boxes

- Group shapes and images

- Order shapes, images, and text boxes

4 Insert tables, charts, SmartArt, 3D models, and media

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Objective 4.1: Insert and format tables

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- Animate 3D models

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Configure animation triggers and timing

Objective 5.3: Set timing for transitions



Microsoft Office Specialist

Exam MO-300

Microsoft PowerPoint

This book covers the skills you need to have for certification as a Microsoft Office Specialist in PowerPoint 2019 or PowerPoint for Office 365.

Specifically, you need to be able to complete tasks that demonstrate the following skill sets:

1. Manage presentations
2. Manage slides
3. Insert and format text, shapes, and images
4. Insert tables, charts, SmartArt, 3D models, and media
5. Apply transitions and animations

With these skills, you can create and manage the types of presentations that are most commonly used in educational and business environments.