

Microsoft®

PowerPoint

Associate Certification Guide

Courseware 3276

Exam MO-300

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Course Description

This *Microsoft PowerPoint 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
 Classroom Setup
 Downloading the Exercise Files
 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
 Opening a Presentation
 Closing a Presentation
 Moving Around in Presentations
 Adding Text
 Using the Ribbon
 Viewing Screen Tips
 Using the Quick Access Toolbar
 Changing Slide Size Options
 Managing Presentation Files
 Saving Presentations
 Maintaining Backward Compatibility
 Modifying Presentation Properties
 Viewing Presentations
 Lesson Summary
 Key Terms
 Quiz 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
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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 Clipboard
 Using Drag and Drop
 Using Bullets and Numbering
 Applying Bullets
 Applying Numbering
 Promoting and Demoting Lists
 Formatting Text
 Using Quick Styles
 Clearing Formatting
 Using the Format Painter
 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
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 Reusing Formatting
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Lesson 4: Working with Charts and Tables

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 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
 Inserting an Excel Workbook
 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 Cells
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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

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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

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Lesson 7: Preparing the Slide Show**Show**

- Lesson Objectives
- Reviewing Presentations
- Using Comments
- Inserting Comments
- Editing and Replying to Comments
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- 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
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- Creating Custom Slideshows
- Using the Zoom Feature
- Inserting Summary Zoom Slides
- Inserting Section Zoom Links
- Inserting Slide Zoom Links
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- Key Terms
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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
- Setting a Presentation to open as Read-Only
- Marking a Presentation as Final
- Requiring a Password
- Exporting Presentations in Other Formats
- 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
- Packaging Presentations for CD
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