



**REAL WORLD**  
TECHNOLOGY TRAINING & SOLUTIONS  
"Training You Can Really Use"

# Microsoft® Office PowerPoint® 2019: Part 2

**Duration: 1 Day**

**Method: Instructor-Led Training (ILT) | Live Online Training**

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**Certification:** *Microsoft Office Specialist (MOS) PowerPoint Associate (Office 365 and Office 2019) —*  
**Exam:** MO-300

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## Course Description

Meetings, instruction, training, pitches; these are all a part of our daily lives. We are often called upon to deliver presentations with little notice, at multiple venues, and with varying requirements. And, some of these presentations include sensitive information that needs to be guarded. Given all these variables, a robust set of tools such as Microsoft Office PowerPoint 2019 is needed. It provides the user with a variety of tools that can help them deliver content in nearly any situation while saving time and effort. In this course, participants will be shown how to take advantage of these tools to create interesting, informative, and memorable presentations that will deliver their content, on time, to all audiences, and to only those who need to see it.

## Target Audience

This course is intended for:

- Persons who have a foundational working knowledge of PowerPoint 2019 and who wish to take advantage of the application's higher-level usability, security, collaboration, and distribution functionality.

## Prerequisites

To attend this course, candidates must have:

- Completed the following course or have the equivalent knowledge:
  - *Microsoft Office PowerPoint 2019: Part 1*



## Exam Details

<b>Exam Code:</b>	• MO-300
<b>Length of Exam:</b>	• 120 Minutes
<b>Number of Questions:</b>	• 40-60
<b>Passing Score:</b>	• 70%
<b>Question Format:</b>	• Multiple Choice

## Course Objectives

Upon successful completion of this course, attendees will be able to:

- Customize design templates.
- Use ink to hand draw elements.
- Add tables.
- Add charts.
- Work with media.
- Build advanced transitions and animations.
- Finalize a presentation.
- Customize presentation navigation.
- Secure and distribute a presentation.

## Course Topics

### Module 1: Customizing Design Templates

- Modify Slide Masters and Slide Layouts
- Modify the Notes Master and the Handout Master
- Add Headers and Footers

### Module 2: Using Ink to Hand Draw Elements

- Draw Objects
- Write Math Equations



## Course Topics *Continued*

### Module 3: Adding Tables

- Create a Table
- Format a Table
- Insert a Table from Other Microsoft Office Applications

### Module 4: Adding Charts

- Create a Chart
- Format a Chart
- Insert a Chart from Microsoft Excel

### Module 5: Working with Media

- Add Audio to a Presentation
- Add Video to a Presentation
- Add a Screen Recording

### Module 6: Building Advanced Transitions and Animations

- Use the Morph Transition
- Customize Animations

### Module 7: Finalizing a Presentation

- Collaborate on a Presentation
- Annotate a Presentation
- Record a Presentation
- Set Up a Slide Show

### Module 8: Customizing Presentation Navigation

- Divide a Presentation into Sections
- Add Links
- Create a Custom Slide Show

### Module 9: Securing and Distributing a Presentation

- Secure a Presentation
- Create a Video or a CD

Appendix A: Mapping Course Content to PowerPoint Associate (Office 365 and Office 2019): Exam MO-300

Appendix B: Microsoft Office PowerPoint 2019 Common Keyboard Shortcuts

## ACTIVITIES INCLUDED

