



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

Microsoft® Office PowerPoint® 2019: Part 1

Duration: 1 Day

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

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

Course Description

Today's audiences are tech-savvy, accustomed to high-impact multimedia content, and stretched for time. By learning how to use the vast array of features and functionality contained within PowerPoint 2019, participants will gain the ability to organize their content, enhance it with high-impact visuals, and deliver it with a punch. In this course, participants will use PowerPoint 2019 to begin creating engaging, dynamic multimedia presentations.

Target Audience

This course is intended for:

- Persons who wish to gain a foundational understanding of PowerPoint 2019 that is necessary to create and develop engaging multimedia presentations.

Prerequisites

To attend this course, candidates must have:

- Completed one of the following courses or have the equivalent knowledge:
 - *Using Microsoft Windows® 10*
 - *Microsoft Windows 10: Transition from Windows 7*



Exam Details

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

Course Objectives

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

- Identify the basic features and functions of PowerPoint.
- Develop a PowerPoint presentation.
- Perform advanced text editing operations.
- Add graphical elements.
- Format graphical elements.
- Prepare to deliver your presentation.

Course Topics

Module 1: Getting Started with PowerPoint 2019

- Navigate the PowerPoint Environment
- View and Navigate a Presentation
- Use PowerPoint Help

Module 2: Developing a PowerPoint Presentation

- Create and Save a Presentation
- Edit Text
- Work with Slides
- Design a Presentation

Module 3: Performing Advanced Text Editing Operations

- Format Characters
- Format Paragraphs



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Course Topics *Continued*

Module 4: Adding and Arranging Graphical Elements

- Insert Images
- Insert Shapes
- Create SmartArt
- Insert Icons and 3D Models
- Arrange and Size Objects

Module 5: Modifying Graphical Elements

- Format Images
- Format Shapes
- Customize SmartArt
- Format Icons
- Format 3D Models
- Animate Objects

Module 6: Preparing to Deliver Your Presentation

- Review Your Presentation
- Apply Transitions
- Print a Presentation
- Deliver Your Presentation

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