MO-300: Microsoft PowerPoint (PowerPoint and PowerPoint 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