

## PowerPoint (Microsoft 365 Apps): Exam MO-310

The Microsoft Office Specialist: PowerPoint Associate Certification demonstrates competency to create, edit, and enhance presentations and slideshows. The exam covers the ability to create and manage presentations, insert and format shapes and slides, create slide content, apply transitions and animations and manage multiple presentations. Presentation examples include professional-grade sales presentations, employee training, instructional materials, and kiosk slideshows.

An individual earning this certification has approximately 150 hours of instruction and hands-on experience with the product, has proven competency at an industry associate-level and is ready to enter into the job market. They can demonstrate the correct application of the principal features of PowerPoint and can complete tasks independently.

Microsoft Office Specialist Program certification exams use a performance-based format testing a candidate's knowledge, skills and abilities using the Microsoft 365 Apps programs:

- Microsoft Office Specialist Program exam task instructions generally do not include the command name. For example, function names are avoided, and are replaced with descriptors. This means candidates must understand the purpose and common usage of the program functionality in order to successfully complete the tasks in each of the projects.
- The Microsoft Office Specialist Program exam format incorporates multiple projects as in the previous version, while using enhanced tools, functions, and features from the latest programs.

### Skills Measured

- Manage Presentations
- Manage Slides
- Insert and Format Text, Shapes and Images
- Insert Tables, Charts, SmartArt, 3D Models, and Media
- Apply Transitions and Animations

Microsoft Office Specialist Program is the only official Microsoft-recognized certification program for Microsoft Office globally.



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## Objective Domains

### Manage Presentations

**Modify slide masters, handout masters, and note masters**

- Change slide master theme or background elements
- 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 • Modify built-in presentation properties

### Configure print settings for presentations

- Print slides
- Print notes pages
- Print handouts

## 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 and distribution

- Restrict editing
- Protect presentations by using passwords
- Inspect presentations and correct issues
- 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
- Reorder slides and sections
- 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 graphic elements
- Draw by using digital ink
- Add text to graphic elements
- Resize graphic elements
- Format graphic elements
- Apply built-in styles to graphic elements
- Add alt text to graphic elements for accessibility

## Order, align, and group slide content

- Order slide content
- Align slide content
- Group slide content
- 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 between SmartArt graphics and lists
- Add and modify SmartArt graphic content

### Insert and modify 3D models

- Insert 3D models
- Modify 3D model appearance

### 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 and timing

### Animate slide content

- Animate text and graphic elements
- Animate 3D models
- Configure animation effects and timing
- Configure animation paths
- Reorder animations on a slide