

Microsoft Office Specialist: PowerPoint Associate (Microsoft 365 Apps) (MO-310)

Master PowerPoint with this comprehensive training designed to prepare you for the Microsoft Office Specialist: PowerPoint Associate (Microsoft 365 Apps) MO-310 certification. Learn how to create, format, and deliver impactful presentations. You'll explore advanced features like slide design, animations, transitions, and media integration. Perfect for professionals aiming to enhance their presentation skills and teams who need to upgrade their knowledge of intermediate PowerPoint tools.

[CBT Nuggets course material](#) →

WEEK 1

Manage Slides

- Download the Files
- Tips for Creating Slides
- Reuse Slides
- Understand and Edit Slide Layouts
- Organise* Slides
- Your Challenge

Insert and Format Text and Tables

- Download the File
- Work with Text Boxes
- Create Bulleted and Numbered Lists
- Insert Tables and Columns
- Text Tips
- Text Effects Challenge!

Work with Shapes, Images, and SmartArt

- Download the Files
- Basic Manipulation of Graphic Elements
- More Practice Working with Shapes!
- Insert and Format Picture Files
- Stock Images, Screenshots, and Photo Albums
- SmartArt
- Your Challenge

Insert Charts, Media, 3D Models, and Ink

- Download the Files
- Charts

Videos

WEEK 2

Audio

3D Models

Digital Ink

Your Challenge

Apply Transitions and Animations

Download the files

Object Animation Basics

Animation Tips!

Slide Transitions

Triggers and Action Buttons

Your Challenge

Configure and Run the Slide Show

Download the Files

Hyperlinks

Zoom

Custom Shows

Slide Timings and Rehearsal Tools

Slide Show Shortcuts and Presenter View

Recording Options

Your Challenge

Prepare for Distribution and Collaboration

Download the Files

Speaker Notes and Custom Audience Handouts

Printing

Use Different File Formats

WEEK 3

Protect Your Presentation

Prepare to Share

Your Challenge