

Microsoft PowerPoint 365 Apps MO-310

Course outline

Module 1: Introduction to Microsoft PowerPoint 365 Apps MO-310

Module 1 of the Microsoft PowerPoint 365 Apps MO-310 course provides an introduction to the features and functions of the Microsoft PowerPoint 365 Apps. It covers topics such as creating and formatting slides, adding images and text, and using animation and transitions. It also provides an overview of the different types of presentations and how to create them.

Lessons

- Introduction to the PowerPoint 365 Interface
- Creating and Editing Presentations
- Working with Text, Images, and Shapes
- Animations and Transitions
- Working with Tables and Charts
- Working with SmartArt
- Working with Media
- Collaboration and Sharing
- Printing and Exporting Presentations
- . Advanced PowerPoint Features

After completing this module, students will be able to:

- Create and format slides, including adding text, images, and shapes.
- Utilize the various features of PowerPoint, such as transitions, animations, and SmartArt.
- Create and manage presentations, including adding and editing slides, and setting up slide shows.
- Share presentations with others, including exporting to other formats and using the collaboration features.

Module 2: Creating and Editing Presentations

Module 2 of the Microsoft PowerPoint 365 Apps MO-310 course focuses on creating and editing presentations. Students will learn how to create and format slides, add text, images, and other media, and use animation and transitions to enhance their presentations. They will also learn how to use the various tools and features of PowerPoint to create professional-looking presentations.

Lessons

- Introduction to PowerPoint

- Creating a Presentation
- Adding Text and Images
- Working with Tables and Charts
- Animating and Transitions
- Working with Themes and Templates
- Inserting Audio and Video
- Sharing and Collaborating on Presentations
- Printing and Exporting Presentations
- . Advanced Features and Tips

After completing this module, students will be able to:

- Create and format presentations using the latest features of Microsoft PowerPoint 365.
- Utilize the various tools and features of PowerPoint to create visually appealing presentations.
- Insert and edit images, shapes, and text into presentations.
- Utilize animation and transition effects to enhance presentations.

Module 3: Working with Text, Images, and Shapes

Module 3 of the Microsoft PowerPoint 365 Apps MO-310 course covers the basics of working with text, images, and shapes in PowerPoint. Students will learn how to add, format, and manipulate text, images, and shapes to create professional-looking presentations. They will also learn how to use the various tools available in PowerPoint to enhance their presentations.

Lessons

- Inserting Text Boxes
- Formatting Text
- Working with Fonts
- Inserting Images
- Formatting Images
- Inserting Shapes
- Formatting Shapes
- Working with SmartArt
- Inserting Tables
- . Formatting Tables
- . Working with WordArt
- . Inserting Charts
- . Formatting Charts
- . Working with Hyperlinks
- . Inserting Audio and Video
- . Working with Animations
- . Working with Transitions

After completing this module, students will be able to:

- Create and format text boxes, shapes, and images in PowerPoint presentations.

- Utilize the drawing tools to create custom shapes and objects.
- Insert and format images, clip art, and screenshots into presentations.
- Use the text tools to format text, including font size, color, and alignment.

Module 4: Animations and Transitions

Module 4 of the Microsoft PowerPoint 365 Apps MO-310 course covers Animations and Transitions. Students will learn how to create and customize animations and transitions to enhance their presentations. They will also learn how to use the Animation Pane and Timing tools to control the timing of their animations and transitions. Finally, they will learn how to use the Animation Painter to copy animations from one object to another.

Lessons

- Introduction to Animations and Transitions
- Adding Animations to PowerPoint Slides
- Working with Animation Timing and Triggers
- Working with Transitions
- Working with Custom Animations
- Working with Animation Effects
- Working with Motion Paths
- Working with Advanced Animation Techniques
- Working with Animation Groups
- . Working with Animation Templates

After completing this module, students will be able to:

- Create and customize animations and transitions in PowerPoint presentations.
- Utilize the Animation Pane to control the order of animations and transitions.
- Apply animation effects to objects, text, and images.
- Use the Timing tab to adjust the speed and duration of animations and transitions.

Module 5: Working with Tables and Charts

Module 5 of the Microsoft PowerPoint 365 Apps MO-310 course covers working with tables and charts. Students will learn how to create, format, and edit tables and charts, as well as how to use them to present data in a visually appealing way. They will also learn how to use SmartArt to create diagrams and graphics.

Lessons

- Creating Tables in PowerPoint
- Formatting Tables in PowerPoint
- Inserting Charts in PowerPoint
- Formatting Charts in PowerPoint
- Working with SmartArt Graphics in PowerPoint
- Working with Shapes in PowerPoint

- Working with Pictures in PowerPoint
- Working with Text Boxes in PowerPoint
- Working with WordArt in PowerPoint
- . Working with Animations in PowerPoint

After completing this module, students will be able to:

- Create and format tables in PowerPoint slides.
- Insert and modify charts in PowerPoint slides.
- Utilize the Chart Tools ribbon to customize chart elements.
- Incorporate data from external sources into tables and charts.

Module 6: Working with SmartArt Graphics

Module 6 of the Microsoft PowerPoint 365 Apps MO-310 course covers the use of SmartArt Graphics to create visually appealing presentations. Students will learn how to create, modify, and customize SmartArt graphics, as well as how to use them to effectively communicate ideas and concepts. Additionally, students will learn how to use SmartArt to create diagrams, charts, and other visuals to enhance their presentations.

Lessons

- Understanding SmartArt Graphics
- Creating a SmartArt Graphic
- Editing a SmartArt Graphic
- Adding Text to a SmartArt Graphic
- Formatting a SmartArt Graphic
- Animating a SmartArt Graphic
- Converting Text to a SmartArt Graphic
- Working with Layouts and Styles
- Working with Shapes and Colors
- . Inserting a SmartArt Graphic into a Presentation

After completing this module, students will be able to:

- Create and customize SmartArt graphics to illustrate concepts and ideas.
- Utilize the SmartArt tools to add text, shapes, and other elements to enhance the visual appeal of a presentation.
- Understand how to use the SmartArt Styles and Color Schemes to create a cohesive look and feel.
- Apply animation and transition effects to SmartArt graphics to create dynamic presentations.

Module 7: Working with Media

Module 7 of the Microsoft PowerPoint 365 Apps MO-310 course covers working with media in PowerPoint. It covers topics such as inserting and formatting images, videos, and audio, as well as creating and editing animations. It also covers how to use the media tools to create interactive presentations.

Lessons

- Inserting and Formatting Images
- Working with Video Clips
- Inserting and Formatting Audio Clips
- Animating Objects
- Working with SmartArt Graphics
- Inserting and Formatting Shapes
- Working with Charts and Graphs
- Inserting and Formatting Tables
- Working with Hyperlinks
- . Creating and Editing Custom Animations

After completing this module, students will be able to:

- Create and format multimedia presentations using PowerPoint.
- Insert and edit images, audio, and video into presentations.
- Utilize animation and transitions to enhance presentations.
- Publish and share presentations with others.

Module 8: Collaboration and Sharing

Module 8 of the Microsoft PowerPoint 365 Apps MO-310 course covers collaboration and sharing. It provides an overview of the different ways to collaborate and share presentations with others, including how to use the cloud-based sharing features of PowerPoint 365. It also covers how to use the co-authoring feature to work on presentations with others in real-time. Finally, it covers how to use the commenting and reviewing features to provide feedback on presentations.

Lessons

- Understanding the Benefits of Collaboration and Sharing in PowerPoint
- Setting Up a PowerPoint Collaboration Environment
- Creating and Sharing PowerPoint Presentations
- Working with Co-Authors in PowerPoint
- Managing Access and Permissions for Shared Presentations
- Using PowerPoint Online to Collaborate and Share
- Using PowerPoint Mobile to Collaborate and Share
- Troubleshooting Collaboration and Sharing Issues in PowerPoint

After completing this module, students will be able to:

- Understand how to share and collaborate on PowerPoint presentations with other users.
- Utilize the co-authoring feature to work on presentations with multiple users simultaneously.
- Create and manage shared links to presentations.
- Utilize the commenting feature to provide feedback on presentations.

Module 9: Advanced Features

Module 9 of the Microsoft PowerPoint 365 Apps MO-310 course covers advanced features of the software, such as creating custom animations, using SmartArt graphics, and creating interactive presentations. It also covers how to use the Presenter View and how to create and use custom templates.

Lessons

- Working with SmartArt Graphics
- Creating and Editing Charts
- Working with Tables
- Inserting and Formatting Pictures
- Working with Shapes
- Animating Objects
- Working with Multimedia
- Creating and Editing Hyperlinks
- Working with Themes
- . Using the Slide Master
- . Working with Sections
- . Using Presenter View
- . Working with Notes
- . Using the Outline View
- . Working with Custom Shows
- . Using the Rehearse Timings Feature
- . Working with Action Buttons
- . Using the Broadcast Slide Show Feature
- . Working with the Accessibility Checker
- . Using the Design Ideas Feature

After completing this module, students will be able to:

- Create and customize advanced animations and transitions in PowerPoint presentations.
- Utilize the advanced features of the PowerPoint ribbon to quickly access and apply formatting options.
- Create and customize SmartArt graphics to enhance presentations.
- Insert and customize audio and video elements into presentations.

Module 10: Finalizing and Delivering Presentations

Module 10 of the Microsoft PowerPoint 365 Apps MO-310 course covers the final steps of creating a presentation, including proofreading, formatting, and delivering the presentation. Students will learn how to use the tools available in PowerPoint to ensure their presentation is professional and polished. They will also learn how to deliver their presentation in a variety of ways, including online, in person, and through video.

Lessons

- Preparing the Presentation for Delivery
- Exporting the Presentation to Different File Formats
- Sharing the Presentation with Others
- Printing the Presentation
- Creating a Video of the Presentation
- Delivering the Presentation in Person
- Delivering the Presentation Online
- Creating a Handout of the Presentation
- Creating a Slide Show of the Presentation
- . Adding Speaker Notes to the Presentation

After completing this module, students will be able to:

- Create a professional-looking presentation with a variety of design elements.
- Utilize animation and transition effects to enhance the presentation.
- Utilize the collaboration features of PowerPoint to share and review presentations with others.
- Deliver presentations in a variety of formats, including online, in-person, and video.

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