

KOENIG SOLUTIONS • COURSE OUTLINE

# Microsoft PowerPoint 365 Apps MO-310

Learn to build, format and deliver PowerPoint 365 presentations, from text and media to animations, charts and collaboration.

**10**

MODULES

**115**

TOPICS

## COURSE OVERVIEW

This course covers the PowerPoint 365 interface and the process of creating and editing presentations, including working with text, images and shapes. It addresses animations and transitions, tables and charts, SmartArt graphics, and media such as audio and video. It also covers collaboration and sharing features, advanced tools such as the Slide Master and Presenter View, and the steps for finalising and delivering a presentation.

## WHO THIS COURSE IS FOR

Business Professionals

Office Administrators

Presentation Designers

Executive Assistants

Trainers and Educators

## LEARNING OBJECTIVES

- Create and edit presentations using the PowerPoint 365 interface
- Format text, images and shapes within slides
- Apply animations and transitions to slide content
- Build and format tables and charts to present data
- Insert and customise SmartArt graphics and diagrams
- Insert and format audio and video media
- Collaborate on and share presentations using co-authoring tools
- Finalise and deliver presentations across different formats

# 10 Modules, 115 Topics

01

## 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.

### TOPICS

- 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

02

## 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.

### TOPICS

- 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

## 03

### 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.

#### TOPICS

- 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

## 04

### 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.

#### TOPICS

- 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

**05**

## 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.

### TOPICS

- 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

**06**

## 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.

### TOPICS

- 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

**07**

## 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.

### TOPICS

- 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

## 08

### 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.

#### TOPICS

- 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

## 09

### 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.

#### TOPICS

- 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

## 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.

### TOPICS

- 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

### NOTES

- The document ends with a standalone line 'Microsoft Copilot for PowerPoint' with no accompanying content; retained as a note since it could not be placed elsewhere.

### WHAT IS INCLUDED

## Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

## Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

### FLEXIBLE DELIVERY

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Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

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