ExamLabs

Microsoft PowerPoint
Study Guide
Exam MO-300

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Microsoft Office Specialist

Exam MO-300

Microsoft PowerPoint

This book covers the skills you need to have for certification as a Microsoft Office Specialist in PowerPoint 2019 or PowerPoint for Office 365. Specifically, you need to be able to complete tasks that demonstrate the following skill sets:

1. Manage presentations

2. Manage slides

3. Insert and format text, shapes, and images

4. Insert tables, charts, SmartArt, 3D models, and media

5. Apply transitions and animations

With these skills, you can create and manage the types of presentations that are most commonly used in educational and business environments.