



MICROSOFT TRAINING

MO-310: Microsoft PowerPoint (Microsoft 365 Apps)

Master advanced PowerPoint features in Microsoft 365 Apps. Earn your MO-310 certification and create impactful presentations.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

- Globally Recognized Certification

- Expert-Led Hands-On Training

- Flexible Scheduling

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COURSE OVERVIEW

Elevate your presentation skills from foundational to truly professional with MO-310: Microsoft PowerPoint (Microsoft 365 Apps). This intermediate-level course is meticulously designed to transform how you create, design, and deliver impactful presentations. You will delve deep into the sophisticated features of PowerPoint within the Microsoft 365 ecosystem, moving beyond basic slide creation to master dynamic content, compelling visuals, and interactive elements. This course focuses on leveraging PowerPoint's full potential to communicate complex ideas clearly and persuasively. You will learn to optimize your workflow, ensuring your presentations are not only visually stunning but also highly effective in conveying your message to any audience.

Throughout the MO-310 curriculum, you will engage with core Microsoft 365 Apps technologies, specifically honing in on advanced PowerPoint functionalities. This includes mastering the Slide Master for consistent branding, integrating and editing multimedia (video and audio), creating intricate data visualizations with linked charts, and implementing engaging animations and transitions. Furthermore, you will explore collaborative features, enabling seamless teamwork on presentation projects. The professional benefits are immense: you'll enhance your communication prowess, boost your productivity in content creation, and gain the ability to craft compelling proposals, engaging training materials, and impactful reports that stand out in any professional setting. This certification solidifies your expertise, making you an invaluable asset in roles requiring superior presentation and information delivery skills.

This 2-hour intensive course equips you with practical, hands-on skills immediately applicable to real-world business scenarios. By the end of MO-310, you will be proficient in designing presentations that captivate your audience, clearly articulate your message, and drive desired outcomes, ultimately contributing significantly to your career advancement and organizational success.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft
Exam Code	MO-310

COURSE CURRICULUM

01 Module 1: Advanced Presentation Structure and Design Principles

- Reviewing PowerPoint 365 Interface and Customization
- Strategic Content Planning with Outline View
- Mastering Slide Master for Branding and Consistency
- Working with Custom Slide Layouts and Placeholders
- Applying and Customizing Themes and Variants

02 Module 2: Enhanced Visual Elements and Multimedia Integration

- Advanced Image Formatting and Optimization
- Working with Shapes, Icons, and 3D Models
- Embedding and Editing Video and Audio Clips
- Utilizing Screen Recordings and Narrations
- Creating and Customizing Photo Albums

03 Module 3: Dynamic Data Visualization and SmartArt

- Inserting and Customizing Charts from Excel Data
- Understanding Chart Types and Best Practices for Data Storytelling
- Working with Tables and Applying Professional Styles
- Utilizing SmartArt Graphics for Process and Relationship Diagrams
- Integrating Live Data and Updating Charts

04 Module 4: Animation, Transitions, and Interactivity

- Applying and Customizing Slide Transitions for Flow
- Working with Animation Effects (Entrance, Emphasis, Exit, Motion Paths)
- Advanced Animation Pane Management and Timing
- Creating Hyperlinks and Action Buttons for Navigation
- Designing Interactive Kiosks or Self-Running Presentations

05 Module 5: Presentation Delivery and Collaboration Features

- Setting Up Custom Shows and Presenter View
- Rehearsing Timings and Recording Narration
- Packaging Presentations for CD/USB
- Co-authoring and Sharing Presentations in OneDrive/SharePoint
- Commenting, Reviewing Changes, and Comparing Presentations
- Exporting to Various Formats (PDF, Video, Handouts)

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Marketing Communications Specialist with Advanced Visual Content Design**
- > **Business Analyst/Consultant Specializing in Data-Driven Storytelling**
- > **Corporate Trainer & Instructional Designer Leveraging Interactive Presentations**

FREQUENTLY ASKED QUESTIONS

Q: How does the MO-310 course differentiate from basic PowerPoint training and what specific advanced features will I master?

This MO-310 course goes significantly beyond fundamental slide creation. You will master advanced design principles using the Slide Master for consistent branding, create sophisticated data visualizations with linked charts, integrate and edit dynamic multimedia (video/audio clips), and implement interactive elements like hyperlinks and action buttons. The focus is on producing highly branded, engaging, and professional presentations that effectively communicate complex information, moving past basic functionality to expert-level application.

Q: What are the prerequisites for enrolling in the MO-310: Microsoft PowerPoint (Microsoft 365 Apps) course?

While there are no strict formal prerequisites, participants should possess a foundational understanding of using Microsoft Windows and have basic proficiency in Microsoft PowerPoint. This includes familiarity with creating simple presentations, adding and formatting text, and inserting basic images. Experience with the Microsoft 365 environment is beneficial but not mandatory, as the course will cover specific functionalities within that ecosystem.

Q: Can the skills learned in MO-310 be applied to older versions of PowerPoint or only to Microsoft 365 Apps?

The core presentation design principles, advanced animation techniques, and data visualization skills taught in MO-310 are largely transferable and highly relevant to recent perpetual license versions of PowerPoint (e.g., PowerPoint 2019, 2021). However, the course specifically emphasizes and leverages features and collaborative capabilities unique to the Microsoft 365 Apps subscription, such as enhanced cloud integration, co-authoring tools, and some AI-powered design suggestions, which may not be fully available or function identically in older standalone versions.

ABOUT COMPUTER PRIDE



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With over 15 years of excellence, Computer Pride delivers globally recognized certification programs from leading technology vendors. Located on Kenyatta Avenue in Nairobi's CBD, our state-of-the-art facilities and expert instructors have empowered thousands of professionals across East Africa.

15+

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Take the next step in your technology career.

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