

# MOS Study Guide

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**EXAM MO-300**

Microsoft  
PowerPoint



# MOS Study Guide for Microsoft PowerPoint Exam MO-300

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Exam MO-300

### To delete a specific comment

- Right-click the comment icon, and then click **Delete Comment**.
- Click the comment icon, and then on the **Review** tab, in the **Comments** group, click **Delete**.
- In the **Comments** pane, point to the comment, and then click the **Delete** button (the **X**) that appears.

### To delete all the comments on the current slide

- On the **Review** tab, in the **Comments** group, click the **Delete** arrow, and then click **Delete All Comments and Ink on This Slide**.

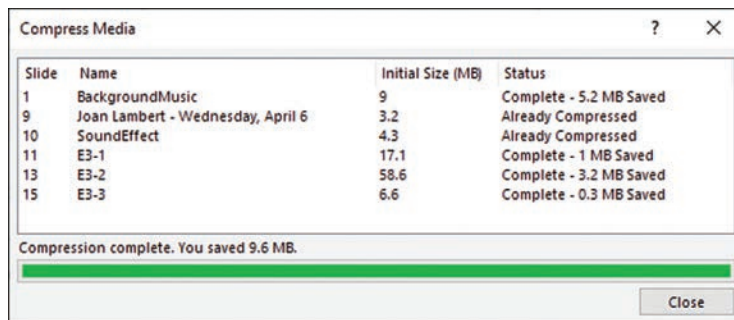
### To delete all the comments in the presentation

1. On the **Review** tab, in the **Comments** group, click the **Delete** arrow, and then click **Delete All Comments and Ink in This Presentation**.
2. To confirm the deletion, click **Yes**.

## Preserve presentation content

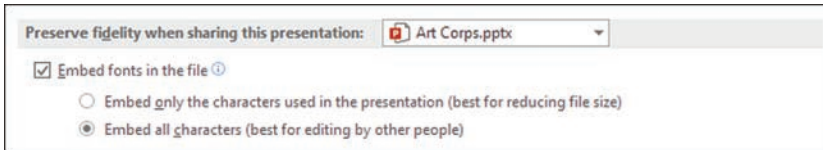
Before you share a media-intensive presentation with other people, you might want to compress the media to make the presentation file smaller and more portable.

PowerPoint offers three levels of compression.



*If an audio or video clip has already been compressed, the Compress Media tool doesn't change it*

If your presentation uses specialized fonts that might not be available on a viewer's computer, you can embed the fonts in the presentation to ensure that the presentation content appears as you intend it to.



*Embedding fonts is particularly important when a presentation uses nonstandard licensed fonts*

### To compress media

- On the **Info** page of the Backstage view, click **Compress Media**, and then click **Presentation Quality**, **Internet Quality**, or **Low Quality**.

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**IMPORTANT** The Compress Media button appears on the Info page only if the presentation contains audio clips or video clips.

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### To reverse a compression operation

- On the **Info** page of the Backstage view, click **Compress Media**, and then click **Undo**.

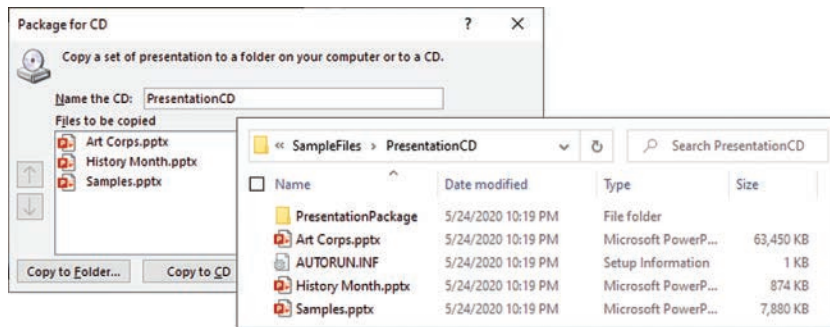
### To embed fonts in a presentation

1. On the **Save** page of the **PowerPoint Options** dialog box, in the **Preserve fidelity when sharing this presentation** section, select the **Embed fonts in the file** check box.
2. Do either of the following, and then click **OK**:
  - To embed only the characters that are necessary for the current version of the presentation, click **Embed only the characters used in the presentation**.
  - To embed all characters of all fonts that are present in the presentation so that they are available to another person who works with the presentation, click **Embed all characters**.
3. Save the modified presentation or save a copy of the presentation that is for the express purpose of distribution, and close the smaller original file without saving the changes.

## Export presentations to other formats

If you intend to run your presentation on a computer other than the one on which you developed it, you need to ensure that the fonts, linked objects, and any other necessary items are available to the presentation. You can use the Package For CD feature to save all presentation components to a CD (not a DVD) or other type of removable media. You can include more than one presentation, and you can specify the order in which the presentations should run. As part of the packaging process, you can assign a password and remove extraneous information from the packaged file.

After PowerPoint assembles the files, it creates a folder of supporting files and adds an autorun file. When you insert the presentation CD into your CD/DVD drive, the AutoPlay dialog box opens so that you can run the presentation.



*You can package the files required by multiple presentations*

If you want to deliver your presentation to a wider audience, you can use one of the following options to create a file that you can distribute on media, post online, or send electronically:

- Set up a slideshow with any timings, narration, and on-screen markup you want to use (or use standard per-slide timing), and then export it as a video.
- Save an unnarrated presentation as an animated GIF with standard per-slide timing. An animated GIF with similar settings is about 20 percent of the size of a video file.

### To package a presentation for delivery on another computer

1. On the **Export** page of the Backstage view, click **Package Presentation for CD**, and then click **Package for CD**.

2. In the **Package for CD** dialog box, provide a disc name in the **Name the CD** box, and then click **Options**.

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**Tip** The disc name is shown as the drive name in File Explorer when the disc is in the disc drive.

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3. In the **Options** dialog box, do any of the following, and then click **OK**:
  - Select or clear the **Linked files** and **Embedded TrueType fonts** check boxes to specify which elements to package with the presentation.
  - Set passwords to open or modify the presentation.
  - If you want to run the Document Inspector before packaging the presentation, select the **Inspect presentations for inappropriate or private information** check box.
4. Do either of the following:
  - Insert a blank CD in your CD/DVD burner, and if the **AutoPlay** dialog box opens, close it. Then in the **Package for CD** dialog box, click **Copy to CD**.
  - In the **Package for CD** dialog box, click **Copy to Folder**. In the **Copy to Folder** dialog box, specify the folder in which you want to store the package, and then click **OK**.
5. If you selected the **Linked files** check box in step 3, click **Yes** in the Microsoft PowerPoint dialog box to verify that you trust the source of the linked content.
6. If you selected the **Inspect presentations...** check box in step 3, follow the steps in the Document Inspector, and then click **Close**.
7. When a message box indicates that the packaging operation was successful, click **No** to indicate that you don't want to copy the same package again, and then click **Close**.

#### To create a video from a presentation

1. If you want to use custom narration, timing, or on-screen markup, follow the instructions for those procedures in "Objective 1.4: Configure and present slideshows."
2. On the **Export** page of the Backstage view, click **Create a Video**.
3. On the **Create a Video** page, click **Ultra HD**, **Full HD**, **HD**, or **Standard** in the first list to indicate the video resolution you want. (The higher the resolution, the larger the file and the fewer distribution options you might have.)

4. In the second list, click either **Use Recorded Timings and Narrations** or **Don't Use Recorded Timings and Narrations** to indicate whether to package those elements with the video.

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**Tip** If you want to record the timings and narration now, you can start that process from the second list or from the Slide Show tab.

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5. If you selected the **Don't Use...** option in step 4, enter or select the time to display each slide in the **Seconds spent on each slide** box.
6. In the **Create a Video** pane, click **Create Video**.
7. In the **Save As** dialog box, do the following, and then click **Save**:
  - a. Browse to the folder in which you want to save the video.
  - b. In the **File name** box, enter a name for the video file.
  - c. In the **Save as type** list, click **MPEG-4 Video** or **Windows Media Video** to select the file type.

PowerPoint tracks the video creation progress in the status bar. When the video is complete, you can go to the folder you selected in step 7 and watch the video in the media player installed on your computer.

#### To create an animated GIF from a presentation

1. On the **Export** page of the Backstage view, click **Create an Animated GIF**.
2. On the **Create an Animated GIF** page, click **Extra Large**, **Large**, **Medium**, or **Small** in the first list to indicate the file size and resolution you want. (The larger the file, the fewer distribution options you might have.)
3. In the **Seconds spent on each slide** list, enter or select the time to display each slide.
4. In the **Create an Animated GIF** pane, click **Create GIF**.
5. In the **Save As** dialog box, do the following, and then click **Save**:
  - a. Browse to the folder in which you want to save the video.
  - b. In the **File name** box, enter a name for the animated image file.

PowerPoint tracks the file-saving process in the status bar. When it finishes, you can go to the folder you selected in step 5 and watch the video in the media player installed on your computer.

## Objective 1.5 practice tasks

The practice file for these tasks is in the **MOSPowerPoint2019\Objective1** practice file folder. The folder also contains a result file that you can use to check your work.

- Open the **PowerPoint\_1-5** presentation and do the following:
  - ☐ Use the Document Inspector to locate and remove all identifying and tracking information and off-slide content from the file. Leave the speaker notes in the presentation.
  - ☐ Assign the password **P@ssw0rd** to the presentation so that the file can be opened but not changed without the password.
  - ☐ Save and close the presentation.
- Open a read-only version of the password-protected presentation and do the following:
  - ☐ Verify that it's not possible to edit the content.
  - ☐ Close the presentation.
- Reopen the presentation, this time entering the password, and then do the following:
  - ☐ Remove the password from the presentation and save it.
  - ☐ Using the Package for CD tool, export the presentation to a package named **1-5 Package** and save it in the practice file folder.
  - ☐ Mark the presentation as final.
- Save the **PowerPoint\_1-5** presentation. Open the **PowerPoint\_1-5\_results** presentation. Compare the two presentations to check your work. Then close the open presentations.