

COTSAKOS COLLEGE OF BUSINESS

WILLIAM PATERSON
UNIVERSITY

Microsoft
Office Specialist

POWERPOINT

ASSOCIATE



Microsoft PowerPoint Certification – MO310

What are the PowerPoint Certification exam?

The certification exam is project-based and completed in a simulated environment—there are no multiple-choice questions. Students complete tasks within real-world project scenarios. The exam lasts **50 minutes**, and a **minimum score of 700/1000** is required to pass. After passing, students receive a certificate they can share on **LinkedIn** through **Credly**.

What are the Steps to Complete the Exam?

1. Training – Complete training through in-person workshops or online GBFI videos.

Estimated time: 3–4 hours

2. Practice Exam – Pass one GMetrix practice exam (Testing Mode). Training Mode is recommended for extra help.

Estimated time: 4 hours

3. Official Exam – Schedule and take the official exam with GBFI (in-person or remote).

Estimated time: 2 hours

Import Note for Mac Users

All exams are Windows based. Candidates may prepare on a Mac, but all questions and testing will be done using Windows commands and protocols. It is therefore highly recommending candidates complete this program using a PC.



For more about the certification:

<https://www.wpunj.edu/ccob/gbfi/Experiential-Learning-Certifications-Hub/microsoft-powerpoint-certification>

Phone: 973-720-3765

A POWERHOUSE OF PERSONAL PROGRESS



Round 1

Chapters

- Chapter 1: Slide Notes, and Handout Master
- Chapter 2: Manage Presentation Options and Views
- Chapter 3: Manage Slides
- Chapter 4: Format Texts, Links, and Graphic Elements
- Chapter 5: Insert and Format Graphic Elements
- Chapter 6: Apply Transitions and Animations
- Chapter 7: Capstone

Hands-on Workshops

Gbfi technology consultants will review the components of the program including the training requirements, the practice exam and taking the official **MO-210 Excel Associate exam**. They will walkthrough all chapters required in the training portion of the program, while students follow along on their own working stations

To complete the training portion of this program, **students must attend both the Tuesday and Thursday sessions** in full. Attendance is offered on a first-come, first-served basis, so students are encouraged to arrive early to secure their spot.

Please note that registration is not accepted for this workshop.

Session 1

Thursday, September 17, 2026

12:30 PM – 1:45 PM
GBFI Financial Center
1600 Valley Rd, 2014
Wayne NJ 07470

Session 2

Thursday, October 8, 2026

12:30 PM – 1:45 PM
GBFI Financial Center
1600 Valley Rd, 2014
Wayne NJ 07470



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Session 3

Thursday, November 19, 2026

12:30 PM – 1:45 PM

GBFI Financial Center

1600 Valley Rd, 2014

Wayne NJ 07470



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