

# **M0-300 – Microsoft PowerPoint (PowerPoint and PowerPoint 2019)**

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### **About this Course:**

This course covers the ability to create and manage presentations, insert and format shapes and slides, create slide content, apply transitions and animations, and manage multiple presentations. Presentation examples include professional-grade sales presentations, employee training,

instructional materials, and kiosk slideshows. Candidates are expected to demonstrate the correct application of the principal features of PowerPoint and complete tasks independently.

## Course Goals:

- Manage presentations
- Manage slides
- Insert and format text, shapes, and images
- Insert tables, charts, smartArt, 3D models, and media
- Apply transitions and animations



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## Course Format:

	
<b>Присъствен (Classroom)</b> Курс в Учебната ни зала или В Офис на Клиент	<b>Онлайн (Online/Virtual)</b> Курс във виртуална зала с инструктор

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## Course Language Option

	
Български (Bulgarian)	Английски (English)

You can choose the language in which the training will be conducted – Bulgarian or English. All our instructors are fluent in English.

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## Student Guides:



The training materials are available in electronic format. They can be used online / offline on any device. Lifetime access.

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## Lab Environment:





Each student has their own lab environment where the exercises are conducted, part of the course. You do not need to install software on a computer or special hardware requirements. Participants in a face-to-face format in our Training Center have an individual computer during the training.

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## At Course

### Completion:

	
<b>Lifetime Access - Video Archive 24/7</b>	<b>Certificate of Course Completion</b>

**Lifetime access to a video archive with recording  
of each individual lecture.**

**Official internationally recognized certificate  
for completed training course.**

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### Course Duration:



- 2 working days (09:00 – 17:00) or 16 hours Saturday and  
Sunday 10:00 – 14:00, 14:00 – 18:00, 18:00 – 22:00  
Monday and Wednesday 19:00 – 23:00  
Tuesday and Thursday 19:00 – 23:00
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## Payments:



An application for an invoice is accepted at the time of enrollment in the respective course.

An invoice is issued within 7 days of confirming the payment.

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## Next Class:



May 6

6 May 2024 @ 09:00 - 9 May 2024 @ 17:00 EEST ↻

[AZ-800T00: Administering Windows Server Hybrid Core Infrastructure](#)

May 27

27 May 2024 @ 09:00 - 30 May 2024 @ 17:00 EEST ↻

[AZ-801T00: Configuring Windows Server Hybrid Advanced Services](#)

Jun 3

3 June 2024 @ 09:00 - 6 June 2024 @ 17:00 EEST ↻


[AZ-800T00: Administering Windows Server Hybrid Core Infrastructure](#)

Jun 24

24 June 2024 @ 09:00 - 27 June 2024 @ 17:00 EEST ↻

## **AZ-801T00: Configuring Windows Server Hybrid Advanced Services**

Jul 1

1 July 2024 @ 09:00 - 4 July 2024 @ 17:00 EEST 

## **AZ-800T00: Administering Windows Server Hybrid Core Infrastructure**

[View Calendar](#)

For more information, use the contact format. We will contact you to confirm the data.

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**Fulfills the requirement for:** [Microsoft Office Specialist: PowerPoint Associate \(PowerPoint and PowerPoint 2019\)](#)

**Prerequisite for:** [Microsoft Office Specialist: Associate](#) and Microsoft Office Specialist: Expert