

Course syllabus

CATEGORY

Vypnuté kurzy

TRAINING FORMAT

In Bratislava or online
with a lecturer

PRICE EXCL. VAT

120,00 €

PRICE INCL. VAT

147,60 €

including 23 % VAT

PowerPoint MOS Preparation Course for MO-300 Certification

Clear overview of course topics, training scope and key information.

The course is intended for applicants for Microsoft Office Specialist: PowerPoint Associate certification (PowerPoint 365 and PowerPoint 2019). The course serves to learn the knowledge needed to complete the PowerPoint certification - Exam MO-300. We do not recommend taking it without knowledge of PowerPoint. This course is intended mainly to complete knowledge of PowerPoint. Practical advice is also provided to certification applicants. The course is conducted in Slovak, but in the English version of PowerPoint, because the certification itself also takes place in the English version of the program. The course takes place in Office 365 and Office 2019 package programs. Certification is not included in the price of this course and is purchased separately. If you are interested in finding out more about how certification works, [click here!](#)

COURSE CONTENT

01

Managing Presentations

Modifying slides, handouts and notes Changing presentation and view settings Setting up a presentation before printing Configuring and presenting a presentation Preparing a presentation for delivery

02

Inserting and Formatting Text, Shapes and Images

Text formatting Inserting links Inserting and formatting images Inserting and formatting graphic elements Sorting and arranging elements on slides

03

Tables, Charts, SmartArt, 3D Models and Media

Inserting and formatting tables Inserting and formatting charts Inserting and formatting SmartArt graphics Inserting and formatting 3D models Inserting and controlling media

04

Applying Transitions and Animations

Applying slide transitions Animating slide content Setting timing for transitions and animations

This document serves as an informational overview of the course syllabus. Current dates, venue and availability are listed at Macrosoft.sk.

<https://www.macrosoft.sk/en/courses/powerpoint-mos>