

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

An individual earning this certification has approximately 150 hours of instruction and hands-on experience with the product, has proven competency at an industry associate-level and is ready to enter into the job.

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

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

## Skills measured

- Manage presentations
- Manage slides
- Insert and format text, shapes, and images
- Create and manage references
- Insert and format graphic elements