

## MO-300<sup>Q&As</sup>

Microsoft PowerPoint (PowerPoint and PowerPoint 2019)

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## QUESTION 1

You are creating a presentation about landscape products.

Create a section named "Structures" that includes only slides 3 and 4.

- A. See the steps below.
- B. Placeholder
- C. Placeholder
- D. Placeholder

Correct Answer: A

Right-click between slides and select Add Section. An Untitled Section is added in the thumbnail pane, and the Rename Section dialog box opens.

Type a name in the Section name box.

Select Rename.

To collapse a section, click the triangle next to the section name.

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## QUESTION 2

On slide 2, reverse the stacking order of the screen images so the smartphone is in front, the table in the middle, and the monitor in back.

- A. See the steps below.
- B. Placeholder
- C. Placeholder
- D. Placeholder

Correct Answer: A

Select the object. Right-click and select an option: Direction. Select this option. Bring to Front > Bring to Front to move the object to the top layer of the stack. Bring Forward to move the object up one layer in the stack. Send to Back > Send to Back to move the object to the bottom layer of the stack

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## QUESTION 3

On slide 3, apply the Jump and Turn animation effect to the 3D model.

- A. See the steps below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

Arrive or Leave Turntable and Swing Jump and Turn

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## QUESTION 4

On the "Who Are" slide, apply the Bevel Perspective Left, White picture style and the Paint Brush artistic effect to the image.

A. See the Steps below

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

1.

Select the picture.

2.

Select Picture Tools > Format and select Artistic Effects.

3.

Hover over the options to preview them and select the one you want.

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## QUESTION 5

On slide1, configure the audio clip to fade in for 2 seconds when the user clicks the audio icon. Configure the settings so the audio clip plays only one time but continues across multiples slides.

A. See the steps below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

Click the up arrow next to "Fade In:" in the ribbon's Editing tab to increase the length of the fade. For

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example, if you want one second to pass between when the music starts playing and when it reaches its full volume, click the arrow repeatedly until the "Fade In:" box reads 01.00.

Testlet 1

Topic 6, BicyclesExhibit.



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## Contact Us

- Touring Clubs
  - Contact Clay Wang
  - (424) 885-0121
  - [clay@adventureworks.com](mailto:clay@adventureworks.com)
- Racing Clubs
  - Contact Jenni Marshall
  - (424) 885-0125
  - [jenni@adventureworks.com](mailto:jenni@adventureworks.com)
- International Clubs
  - Contact Eric Lybster
  - (424) 885-0158
  - [eric@adventureworks.com](mailto:eric@adventureworks.com)
- Support Crews
  - Raymond K. Sam
  - (424) 885-0122
  - [raymond@adventureworks.com](mailto:raymond@adventureworks.com)

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