

MO-300^{Q&As}

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.

QUESTION 2

On Slide 5, use the Draw tab to highlight the text '???' with the Yellow, 6 mm highlighter, approximately as shown:



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

Correct Answer: A

Select the text that you want to highlight.

On the Home tab, select the arrow next to Text Highlight Color .

Choose a color. The text you selected will be highlighted in the color you chose

QUESTION 3

You are preparing a presentation for prospective students of the School of Fine Art.

On the Slide Master, duplicate the “Blank” slide layout. Name the new Slide layout “Picture with Text”.

Insert a picture placeholder on the left and a text placeholder on the right.

The exact size and position of the placeholders do not matter. Do not create a slide based on the new slide layout.

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

Correct Answer: A

In PowerPoint, a placeholder is a pre-formatted container on a slide for content (text, graphics, or video).

The pre-set formatting makes it easier to format slides consistently.

You format a placeholder in Slide Master view. Then you use the placeholder—add content to it—in

Normal view.

The pictured slide has two rectangular placeholders:

The (upper) Title placeholder prompts the user for text and formats it in the default

Heading font, size, and color

The (lower) Content placeholder accepts text, or a table, chart, SmartArt graphic, picture, or video, as indicated by the clickable icons at its center.

QUESTION 4

Set up the slide show to require the viewer to manually advance the slides.

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

Correct Answer: A

Select the slide that you want to set the timing for. To make the slide advance to the next slide when you click the mouse, select the On Mouse Click check box. To make the slide advance automatically, select

the After check box, and then enter the number of minutes or seconds that you want.

QUESTION 5

On slide 2, insert Section Zoom links to “Section 2: Products and Services”, Section 3:

Clubs an Teams”, and “Section 4: Contact US”, Reposition the section thumbnails within the black rectangle so they are not stacked on top of each other.

The exact order and location of the thumbnails do not matter.

A. See the steps below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

Press and hold Ctrl while you select each object.

Select Format >Group > Group.

Format or move the grouped object however you want.

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