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

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Microsoft PowerPoint (PowerPoint and PowerPoint 2019)

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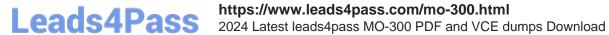
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**QUESTION 1**

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 the ''Travel Destinations'' slide, add the alt text description '' Ocean' to the image.

A. See the Steps below

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Do one of the following: Right-click the object and select Edit Alt Text. Select the object. Select Format >

Alt Text. ...

In the Alt Text pane, type 1-2 sentences in the text box to describe the object and its context to someone

who cannot see it.

**QUESTION 3**

At the end of the presentation, insert the slides from the Campus presentation in the Documents folder. After you insert

the slides, slide 6 should be ''Discover Your Campus'' and slide 7 should be 'Display Your Art''.

A. See the Steps below

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Click on the Office button.

At the bottom of the dialog box, click PowerPoint Options.

In the list of options on the left, select Advanced.

Scroll down the list of options to find the Slide Show section.

Select the End with black slide check box.

Click OK.

Testlet 1

Topic 3, LandscapeExhibit.

New Products

Fabrikam Residences
Landscape Division



Products

Click to add text

## Rock Fountain

Click to add text

- Concrete freestanding fountain
- 4 feet (1.2 m) in height
- Electric pump included
- Weatherproof
- Minimal assembly required
- Standard delivery fee

## Octagonal Gazebo

- 12 foot (3.6 m) diameter
- Cedar construction
- Additional delivery fee

Kit includes

- All cedar wood pieces
- Shingles
- All hardware (nails, screws, etc.)
- Illustrated instructions

**QUESTION 4**

You are preparing a presentation about screen time for Try Research. Hide slide 5.

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 4, change the chart type to a Clustered Bar chart.

A. See the steps below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Select the chart you want to modify. The Design tab will appear.

From the Design tab, click the More drop-down arrow in the Chart Styles group.

Clicking the More drop-down arrow.

Select the desired style from the menu that appears. ...

The chart will appear in the selected style.

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