

MO-300^{Q&As}

Microsoft PowerPoint (PowerPoint and PowerPoint 2019)

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QUESTION 1

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 2

For all slides, set the transition variation to From Left.

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

Correct Answer: A

Select the slide you want to add a transition to.

Select the Transitions tab and choose a transition.

Select a transition to see a preview.

Select Effect Options to choose the direction and nature of the transition.

Note: Not every transition has Effect Options.

Select Preview to see what the transition looks like.

To remove a transition, select Transitions > None.

QUESTION 3

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 4

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

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.

QUESTION 6

Apply the Wipe transition with the from Left effect option to all slides.

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

Correct Answer: A

Select the slide you want to add a transition to.

Select the Transitions tab and choose a transition. Select a transition to see a preview.

Select Effect Options to choose the direction and nature of the transition.

Select Preview to see what the transition looks like.

To remove a transition, select Transitions > None.

QUESTION 7

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.



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



Coneflower

- Height: 36–48" (90–120 cm)
- Width: 18" (45 cm)
- Bloom time: ???

- Grows easily
- Blooms for more than 4 weeks
- Attracts bees
- Attracts birds
- Attracts butterflies



Foxglove

- Height: 24" (60 cm)
- Width: 24" (60 cm)
- Bloom time: Late spring

- Grows easily
- Attracts hummingbirds



QUESTION 8

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 9

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.

QUESTION 10

On the "Get Involved" slide, insert the Sailing video from the Videos folder. Place the video in the lower-right corner of the slide.

The exact size and position of the video do not matter.

A. See the Steps below

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

In Normal view, select the slide you'd like to add a video to.

On the Insert tab, click Video, then click Movie from File.

In the Choose a Movie dialog box, select the file you want to insert. If you want to embed the video on the slide, simply click Insert.

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