



MO-300^{Q&As}

Microsoft PowerPoint (PowerPoint and PowerPoint 2019)

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QUESTION 1

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.

QUESTION 2

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 3

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 4

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.

QUESTION 5

You are revising a recipe presentation for your cooking class.

On the “Ingredients” layout of the slide Master, change the first-level bullet to use the CheckBox image from the Pictures folder.

A. See the steps below.



B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

Select the list items for which you want to change bullet styles.

Access the Bullets and Numbering dialog box.

Select the Bulleted tab.

From the display pane, select the desired preformatted bullet style.

Click OK. The bullet style is changed for all selected list items.

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