MO-300^{Q&As}

Microsoft PowerPoint (PowerPoint and PowerPoint 2019)

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QUESTION 1

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.

QUESTION 2

You are completing a presentation about Adventure Works Cycles.

On slid 2, insert a slid footer that displays the slide number and ''www.adventureworks.com''. Apply the

footer to all slides except the title slide.

A. See the steps below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

On the Insert tab, select Slide Number.

On the Slide tab, check the Slide number box.

Select Apply to All.

QUESTION 3

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 4

Remove hidden properties and personal information from the presentation. Do not answer any other content.

A. See the steps below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Use the Document Inspector to Remove Hidden DataTo open the Document Inspector, click File > Info >

Check for Issues > Inspect Document. The PowerPoint Document Inspection window shown below opens

up. Click Inspect to identify hidden content, and click Remove All to remove the item of your choice.

QUESTION 5

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.

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