



MO-300^{Q&As}

Microsoft PowerPoint (PowerPoint and PowerPoint 2019)

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QUESTION 1

On slide 8, format the bulleted list to display in two columns.

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

Correct Answer: A

Select the text box.

Select the Home tab and from the Paragraph group, select Add or Remove Columns .

From the drop-down list, select One Column , Two Columns , Three Columns , or More Columns

QUESTION 2

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 3

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 4

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 5

On the “Price Comparison” slide. In the content placeholder, create a 3-D Clustered Column chart that displays on the table content.

You may copy and paste or manually enter the table data in the chart worksheet.

- A. See the Steps below



B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

On the Insert tab, in the Illustrations group, click Chart. In the Insert Chart dialog box, click a chart, and then click OK

Testlet 1

Topic 2, Art SchoolExhibit.



Welcome, Prospective Students

School of Fine Art

Who We Are

2,102 Undergraduate students

545 Graduate students

37% International students (from 43 countries)

9:1 Student-to-faculty ratio

13 Students (average class size)





Undergraduate Degrees

- Painting
- Sculpture
- Textiles
- Photography
- Film
- Printmaking
- Ceramics
- Glass



Admission Information

- 3.5 GPA required
- 34% Students accepted
- 95% Retention rate





Get Involved

49% Students study abroad

17% Students participate in an internship

45+ Student clubs/organizations

8 Club sports, including sailing

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