



MO-300^{Q&As}

Microsoft PowerPoint (PowerPoint and PowerPoint 2019)

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QUESTION 1

On slide 3, convert the bulleted list to a Basic Block SmartArt graphic.

- A. pending
- B. Placeholder
- C. Placeholder
- D. Placeholder

Correct Answer: A

[Send us your feedback answers for this.]

QUESTION 2

On slide 2, insert Section Zoom links to "Section 2: Products and Services", Section 3:

Clubs and 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 3

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 4

On slide 2, reverse the stacking order of the screen images so the smartphone is in front, the table in the middle, and the monitor in back.

A. See the steps below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

Select the object. Right-click and select an option: Direction. Select this option. Bring to Front > Bring to Front to move the object to the top layer of the stack. Bring Forward to move the object up one layer in the stack. Send to Back > Send to Back to move the object to the bottom layer of the stack

QUESTION 5

Configure the printing options to print three copies of the Notes Pages for all slides. All copies of page 1 should print before any copies of Page 2.

A. See the Steps below

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

Select File > Print.

For Printer, select the printer you want to print to.

For Settings, select the options you want:

The Outline prints only the text in the slides, without images. The Notes of a presentation show the slide



and the related speaker notes below it. If you choose to print Handouts, you can print several slides on one page using a variety of layouts, some with space for notetaking.

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For Copies, select how many copies you want to print.

Select Print.

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