

## MO-300<sup>Q&As</sup>

Microsoft PowerPoint (PowerPoint and PowerPoint 2019)

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#### **QUESTION 1**

On slide 2, in the content placeholder, insert a Vertical Curved List SmartArt graphic. Label the first shape "Structures" and the second shape "Perennials", Delete any unused shapes.

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

Correct Answer: A

Select the slide where you want the SmartArt graphic to appear.

From the Insert tab, select the SmartArt command in the Illustrations group.

A dialog box will appear. Select a category on the left, choose the desired SmartArt graphic, then click OK.

The SmartArt graphic will appear on the current slide.

Testlet 1

Topic 4, Screen TimeExhibit.







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# What are the dangers of too much screen time?

- Increased hyperactivity
- Decreased focus
- Poor school performance
- Difficulty making friends
- Irregular sleep patterns
- Obesity

### How much screen time is acceptable?

Children younger than 2 years old: none
 Children 2-5 years old: 1 hour/day
 Children 6 years old and older: 2 hours/cay



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#### **QUESTION 2**

For all slides, set the transition duration to 3 seconds.

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

Correct Answer: A

Set the speed of a transitionSelect the slide that has the transition that you want to change. On the TRANSITIONS tab, in the Timing group, in the Duration box, type the number of seconds that you want it to run. If you want all the slide show\\'s transition effects to use the same speed, click Apply To All.

#### **QUESTION 3**

Set up the slide show to require the viewer to manually advance the slides.

- A. See the steps below.
- B. PlaceHolder
- C. PlaceHolder



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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 8, format the bulleted list to display in two columms.

- 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

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