



MO-300^{Q&As}

Microsoft PowerPoint (PowerPoint and PowerPoint 2019)

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QUESTION 1

On the “Admission information” slide, configuration a Down motion path animation for the check mark icon.

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

Correct Answer: A

Click the object you want to animate.

On the Animations tab, click Add Animation.

Scroll down to Motion Paths, and pick one.

QUESTION 2

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

QUESTION 3

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 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

You are developing a sales presentation for Margie's Travel. In the file properties, add "Travel" as a category.

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

Correct Answer: A

To see more properties or statistics, click Project Information at the top of the page, and then click Advanced Properties or Project Statistics. On the Summary tab in the Properties dialog box, you can add or edit the Title, Subject, Author, Manager, Company, Category, Keywords (also called Tags), and Comments.

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