



MO-300^{Q&As}

Microsoft PowerPoint (PowerPoint and PowerPoint 2019)

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QUESTION 1

At the end of the presentation, insert the slides from the Campus presentation in the Documents folder. After you insert the slides, slide 6 should be "Discover Your Campus" and slide 7 should be "Display Your Art".

A. See the Steps below

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

Click on the Office button.

At the bottom of the dialog box, click PowerPoint Options.

In the list of options on the left, select Advanced.

Scroll down the list of options to find the Slide Show section.

Select the End with black slide check box.

Click OK.

Testlet 1

Topic 3, LandscapeExhibit.





Rock Fountain

Click to add text



- Concrete freestanding fountain
- 4 feet (1.2 m) in height
- Electric pump included
- Weatherproof
- Minimal assembly required
- Standard delivery fee

Octagonal Gazebo

- 12 foot (3.6 m) diameter
- Cedar construction
- Additional delivery fee

Kit includes

- All cedar wood pieces
- Shingles
- All hardware (nails, screws, etc.)
- Illustrated instructions





Coneflower

- Height: 36–48" (90–120 cm)
- Width: 18" (45 cm)
- Bloom time: ???

- Grows easily
- Blooms for more than 4 weeks
- Attracts bees
- Attracts birds
- Attracts butterflies



Foxglove

- Height: 24" (60 cm)
- Width: 24" (60 cm)
- Bloom time: Late spring

- Grows easily
- Attracts hummingbirds



QUESTION 2

On slide 4, apply the inside: Top shadow effect to both arrows, Set the shadow distance to 3 pt.

A. See the steps below.

B. Placeholder



C. Placeholder

D. Placeholder

Correct Answer: A

Select the WordArt text you want to add a shadow to. Tip: In PowerPoint, you can also select text that isn't WordArt and apply a drop shadow to it.

On the Drawing Tools Format tab, click Text Effects > Shadow and then pick the shadow you want.

QUESTION 3

After the "Extra Activities" side, create slides by importing the outline from the Destination documents in the Document folder.

A. See the Steps below

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

Open PowerPoint, and select Home > New Slide.

Select Slides from Outline.

In the Insert Outline dialog box, find and select your Word outline and select Insert.

Note: If your Word document contains no Heading 1 or Heading 2 styles, PowerPoint will create a slide for each paragraph in your content.

QUESTION 4

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 5

On the “Get Involved” slide, insert the Sailing video from the Videos folder. Place the video in the lower-right corner of the slide.

The exact size and position of the video do not matter.

A. See the Steps below

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

In Normal view, select the slide you\\'d like to add a video to.

On the Insert tab, click Video, then click Movie from File.

In the Choose a Movie dialog box, select the file you want to insert. If you want to embed the video on the slide, simply click Insert.

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