



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

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.]

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### QUESTION 2

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

- 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.

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### QUESTION 3

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

Clubs an 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.

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#### QUESTION 4

For all slides, set the transition variation to From Left.

A. See the steps below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

Select the slide you want to add a transition to.

Select the Transitions tab and choose a transition.

Select a transition to see a preview.

Select Effect Options to choose the direction and nature of the transition.

Note: Not every transition has Effect Options.

Select Preview to see what the transition looks like.

To remove a transition, select Transitions > None.

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#### QUESTION 5

On slide 3, change the view of the 3D model to left.

A. See the steps below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

Use the 3D control to rotate or tilt your 3D model in any direction. Just click, hold and drag with your



mouse.

Drag the image handles in or out to make your image larger or smaller.

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