MO-300 Q&As

Microsoft PowerPoint (PowerPoint and PowerPoint 2019)

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QUESTION 1

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.

QUESTION 2

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 3

On slide1, configure the audio clip to fade in for 2 seconds when the user clicks the audio icon. Configure the settings so the audio clip plays only one time but continues across multiples slides.

A. See the steps below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Click the up arrow next to "Fade In:" in the ribbon\\'s Editing tab to increase the length of the fade. For example, if you want one second to pass between when the music starts playing and when it reaches its full volume, click the arrow repeatedly until the "Fade In:" box reads 01.00.

Testlet 1

Topic 6, BicyclesExhibit.

Adventure
Works Cycles

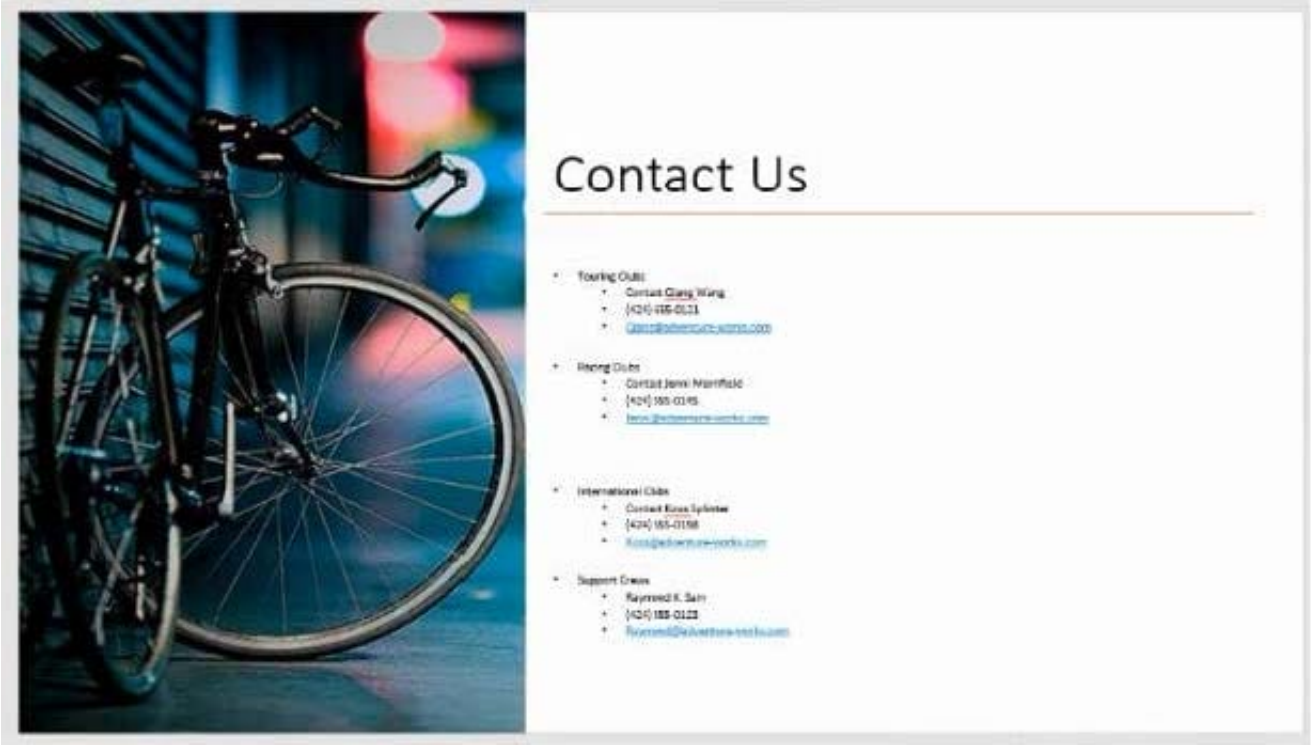
Adventure Works Cycles Summary

Products and Services
• Bikes
• Mountain Bikes
• Touring Bikes
• Adventure Bikes
• Racing Bikes
• Repair and maintenance
• Parts

Service Hours
• Monday 9-5
• Tuesday 12-8
• Wednesday 12-8
• Thursday 12-8
• Friday 9-5
• Saturday 9-5

Adventure Cycling Clubs

Touring Clubs
Local and international



QUESTION 4

On slide 3, use the 3D Models feature to insert the Foundation model from the 3D Objects folder, Resize the model to a height of 4'' (10.16.cm). Place the model to the left of the bulleted list.

The exact position of the model does not matter.

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.

QUESTION 5

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.

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