

MO-300^{Q&As}

Microsoft PowerPoint (PowerPoint and PowerPoint 2019)

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QUESTION 1

You are revising a recipe presentation for your cooking class.

On the “Ingredients’ layout of the slide Master, change the first-level bullet to use the CheckBox image from the Pictures folder.

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

Correct Answer: A

Select the list items for which you want to change bullet styles.

Access the Bullets and Numbering dialog box.

Select the Bulleted tab.

From the display pane, select the desired preformatted bullet style.

Click OK. The bullet style is changed for all selected list items.

QUESTION 2

On Slide 5, use the Draw tab to highlight the text ‘???’ with the Yellow, 6 mm highlighter, approximately as shown:



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

Correct Answer: A

Select the text that you want to highlight.

On the Home tab, select the arrow next to Text Highlight Color .

Choose a color. The text you selected will be highlighted in the color you chose

QUESTION 3

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 4

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 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 Data To 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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