

MO-300^{Q&As}

Microsoft PowerPoint (PowerPoint and PowerPoint 2019)

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QUESTION 1

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 2

On slide 2, in the content placeholder, insert a Vertical Curved List SmartArt graphic. Label the first shape "Structures" and the second shape "Perennials", Delete any unused shapes.

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

Correct Answer: A

Select the slide where you want the SmartArt graphic to appear.

From the Insert tab, select the SmartArt command in the Illustrations group.

A dialog box will appear. Select a category on the left, choose the desired SmartArt graphic, then click OK.

The SmartArt graphic will appear on the current slide.

Testlet 1

Topic 4, Screen TimeExhibit.

Screen Time: How much is too much?

Report by Trey Research

What is a screen?

- ▶ TVs and monitors
- ▶ Computers and laptops
- ▶ Tablets
- ▶ Smartphones
- ▶ Video games



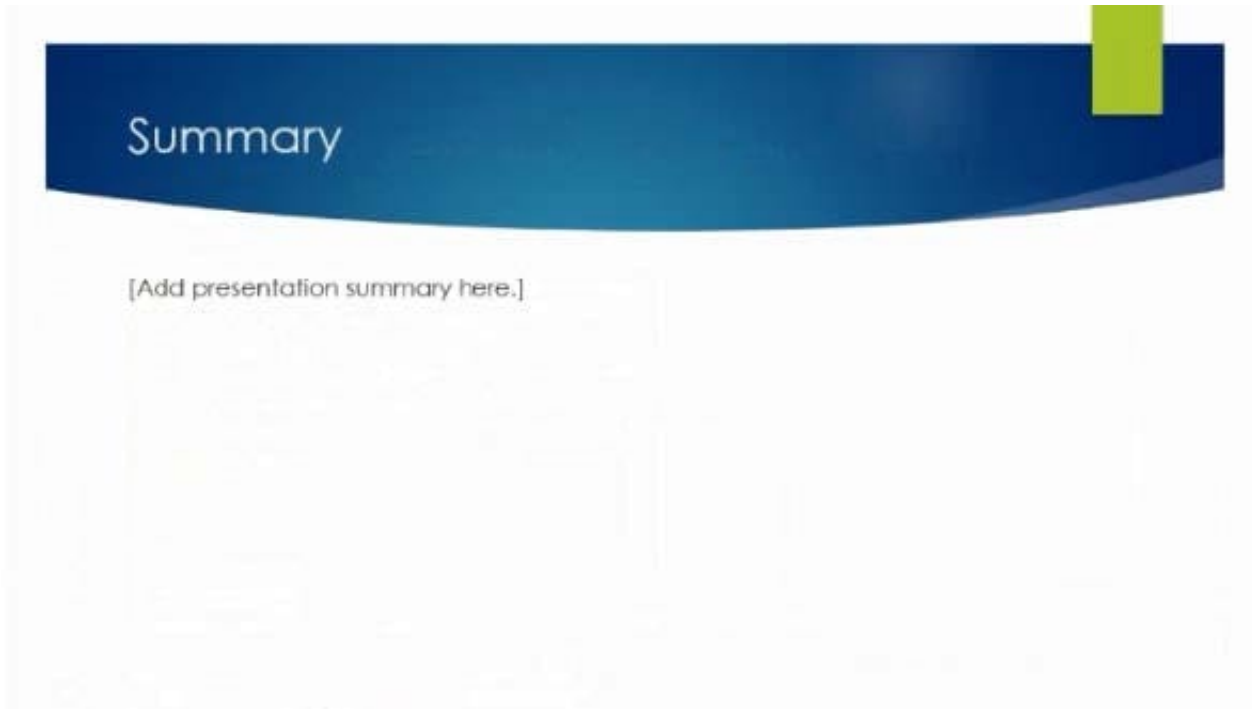
What are the dangers of too much screen time?

- ▶ Increased hyperactivity
- ▶ Decreased focus
- ▶ Poor school performance
- ▶ Difficulty making friends
- ▶ Irregular sleep patterns
- ▶ Obesity

How much screen time is acceptable?

- ▶ Children younger than 2 years old: none
- ▶ Children 2–5 years old: 1 hour/day
- ▶ Children 6 years old and older: 2 hours/day





QUESTION 3

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.

QUESTION 4

On the “Who Are” slide, apply the Bevel Perspective Left, White picture style and the Paint Brush artistic effect to the image.

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

Correct Answer: A

1.

Select the picture.

2.

Select Picture Tools > Format and select Artistic Effects.

3.

Hover over the options to preview them and select the one you want.

QUESTION 5

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.