

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

Microsoft PowerPoint (PowerPoint and PowerPoint 2019)

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### QUESTION 1

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.

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### QUESTION 2

On slide 5, group the three images.

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

Correct Answer: A

Press and hold CTRL while you click the shapes, pictures, or other objects to group. You will need to select more than one shape, picture or object in order to enable the Group button. You can select all the objects on a slide by pressing CTRL+A. Select the Arrange button and choose Group.

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### QUESTION 3

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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#### QUESTION 4

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.

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#### QUESTION 5

On the "Extra Activities" slide, insert a row at the end of the table. In the row, enter "Sporting Event" in the "Event" column and "\$175" in the "Price" column.

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

Correct Answer: A

To add a row above the selected cell, click Insert Above.

To add a row below the selected cell, click Insert Below. Notes: To add a row at the end of a table, you can click the rightmost cell of the last row, and then press TAB.

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