



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

Microsoft PowerPoint (PowerPoint and PowerPoint 2019)

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### QUESTION 1

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.

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### QUESTION 2

On slide 4, change the chart type to a Clustered Bar chart.

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

Correct Answer: A

Select the chart you want to modify. The Design tab will appear.

From the Design tab, click the More drop-down arrow in the Chart Styles group.

Clicking the More drop-down arrow.

Select the desired style from the menu that appears. ...

The chart will appear in the selected style.

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### QUESTION 3

Configure the printing options to print three copies of the Notes Pages for all slides. All copies of page 1 should print before any copies of Page 2.

- A. See the Steps below



B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

Select File > Print.

For Printer, select the printer you want to print to.

For Settings, select the options you want:

The Outline prints only the text in the slides, without images. The Notes of a presentation show the slide and the related speaker notes below it. If you choose to print Handouts, you can print several slides on one page using a variety of layouts, some with space for notetaking.

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For Copies, select how many copies you want to print.

Select Print.

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#### QUESTION 4

You are completing a presentation about Adventure Works Cycles.

On slid 2, insert a slid footer that displays the slide number and "www.adventureworks.com". Apply the footer to all slides except the title slide.

A. See the steps below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

On the Insert tab, select Slide Number.

On the Slide tab, check the Slide number box.

Select Apply to All.

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#### QUESTION 5

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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