



MO-300^{Q&As}

Microsoft PowerPoint (PowerPoint and PowerPoint 2019)

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QUESTION 1

Apply the Wipe transition with the from Left effect option to all slides.

- 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.

Select Preview to see what the transition looks like.

To remove a transition, select Transitions > None.

QUESTION 2

Set up the slide show to require the viewer to manually advance the slides.

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

Correct Answer: A

Select the slide that you want to set the timing for. To make the slide advance to the next slide when you click the mouse, select the On Mouse Click check box. To make the slide advance automatically, select the After check box, and then enter the number of minutes or seconds that you want.

QUESTION 3

On the "Price Comparison" slide. In the content placeholder, create a 3-D Clustered Column chart that displays on the table content.

You may copy and paste or manually enter the table data in the chart worksheet.



A. See the Steps below

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

On the Insert tab, in the Illustrations group, click Chart. In the Insert Chart dialog box, click a chart, and then click OK

Testlet 1

Topic 2, Art SchoolExhibit.



Welcome, Prospective Students

School of Fine Art

Who We Are

2,102 Undergraduate students

545 Graduate students

37% International students (from 43 countries)

9:1 Student-to-faculty ratio

13 Students (average class size)





Undergraduate Degrees

Painting
Sculpture
Textiles
Photography
Film
Printmaking
Ceramics
Glass



Admission Information

3.5 GPA required

34% Students accepted

95% Retention rate





Get Involved

49% Students study abroad

17% Students participate in an internship

45+ Student clubs/organizations

8 Club sports, including sailing

QUESTION 4

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.

QUESTION 5

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.

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