MO-300^{Q&As}

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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.

QUESTION 2

On slide 8, format the bulleted list to display in two columms.

A. See the steps below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Select the text box.

Select the Home tab and from the Paragraph group, select Add or Remove Columns .

From the drop-down list, select One Column , Two Columns , Three Columns , or More Columns

QUESTION 3

On the ''Travel Destinations'' slide, add the alt text description '' Ocean' to the image.

A. See the Steps below

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Do one of the following: Right-click the object and select Edit Alt Text. Select the object. Select Format >

Alt Text. ...

In the Alt Text pane, type 1-2 sentences in the text box to describe the object and its context to someone

who cannot see it.

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.

QUESTION 5

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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