



MO-300^{Q&As}

Microsoft PowerPoint (PowerPoint and PowerPoint 2019)

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QUESTION 1

You are creating a presentation about landscape products.

Create a section named "Structures" that includes only slides 3 and 4.

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

Correct Answer: A

Right-click between slides and select Add Section. An Untitled Section is added in the thumbnail pane, and the Rename Section dialog box opens.

Type a name in the Section name box.

Select Rename.

To collapse a section, click the triangle next to the section name.

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





Summary

[Add presentation summary here.]

QUESTION 3

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 4

At the end of the presentation, insert the slides from the Campus presentation in the Documents folder. After you insert the slides, slide 6 should be “Discover Your Campus” and slide 7 should be “Display Your Art”.

- A. See the Steps below
- B. Placeholder



C. Placeholder

D. Placeholder

Correct Answer: A

Click on the Office button.

At the bottom of the dialog box, click PowerPoint Options.

In the list of options on the left, select Advanced.

Scroll down the list of options to find the Slide Show section.

Select the End with black slide check box.

Click OK.

Testlet 1

Topic 3, LandscapeExhibit.



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Rock Fountain

Click to add text



- Concrete freestanding fountain
- 4 feet (1.2 m) in height
- Electric pump included
- Weatherproof
- Minimal assembly required
- Standard delivery fee

Octagonal Gazebo

- 12 foot (3.6 m) diameter
- Cedar construction
- Additional delivery fee

Kit includes

- All cedar wood pieces
- Shingles
- All hardware (nails, screws, etc.)
- Illustrated instructions





Coneflower

- Height: 36–48" (90–120 cm)
- Width: 18" (45 cm)
- Bloom time: ???

- Grows easily
- Blooms for more than 4 weeks
- Attracts bees
- Attracts birds
- Attracts butterflies



Foxglove

- Height: 24" (60 cm)
- Width: 24" (60 cm)
- Bloom time: Late spring

- Grows easily
- Attracts hummingbirds



QUESTION 5

Apply the Wipe transaction 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.

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