



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

Microsoft PowerPoint (PowerPoint and PowerPoint 2019)

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### QUESTION 1

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 2

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.

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### QUESTION 3

On Slide 1, insert a hyperlink from the text 'Try Research' to 'http://www.treyresearch.net'.



A. See the steps below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

On the slide, tap where you want to add the link.

On the Insert tab of the ribbon, select Link.

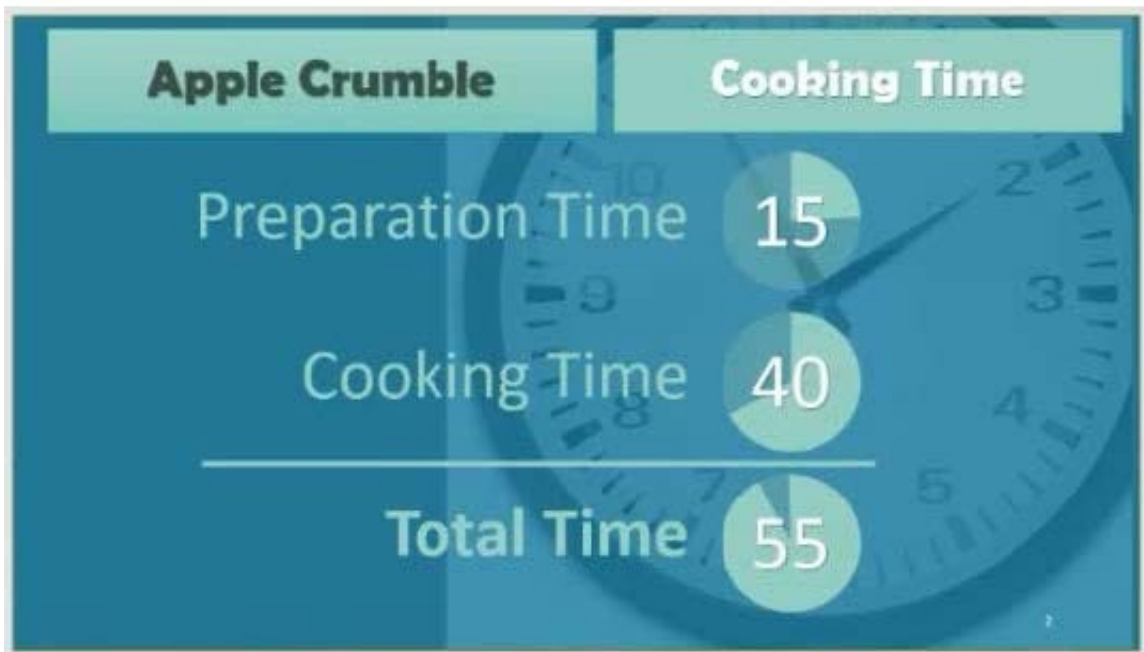
Select Insert Link. ...

In the Text to display box, enter the text that will be the hyperlink.

Select Insert.

Testlet 1

Topic 5, RecipeExhibit.





## Apple Crumble

- 10 apples
  - Any color
  - Preferably sweet
- 1½ cups flour

## Ingredients

- ½ cup butter, cubed
- 6 tablespoons sugar
  - Brown or white

## Apple Crumble

## Method

Preheat the oven to 392 °F (200 °C).

Peel, core, and chop the apples. Put apples into a pan with 4 tablespoons of sugar and ¼ cup of water. Cook on medium heat for 10 minutes. Transfer the mixture to a baking dish.

Mix the butter with the flour. Stir in 1 tablespoon of sugar. Spread the butter mixture over the apples. Bake for 40 minutes. Serve with cream.

## Apple Crumble

## Portions





#### QUESTION 4

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 5

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.

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