



MO-300^{Q&As}

Microsoft PowerPoint (PowerPoint and PowerPoint 2019)

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QUESTION 1

For all slides, set the transition duration to 3 seconds.

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

Correct Answer: A

Set the speed of a transition Select the slide that has the transition that you want to change. On the TRANSITIONS tab, in the Timing group, in the Duration box, type the number of seconds that you want it to run. If you want all the slide show's transition effects to use the same speed, click Apply To All.

QUESTION 2

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 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.

QUESTION 4

On the "Who Are" slide, apply the Bevel Perspective Left, White picture style and the Paint Brush artistic effect to the image.

A. See the Steps below

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

1.

Select the picture.

2.

Select Picture Tools > Format and select Artistic Effects.

3.

Hover over the options to preview them and select the one you want.

QUESTION 5

On slide 3, use the 3D Models feature to insert the Foundation model from the 3D Objects folder, Resize



the model to a height of 4" (10.16.cm). Place the model to the left of the bulleted list.

The exact position of the model does not matter.

A. See the steps below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

Use the 3D control to rotate or tilt your 3D model in any direction. Just click, hold and drag with your mouse.

Drag the image handles in or out to make your image larger or smaller.

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