



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

Microsoft PowerPoint (PowerPoint and PowerPoint 2019)

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### QUESTION 1

You are revising a recipe presentation for your cooking class.

On the “Ingredients” layout of the slide Master, change the first-level bullet to use the CheckBox image from the Pictures folder.

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

Correct Answer: A

Select the list items for which you want to change bullet styles.

Access the Bullets and Numbering dialog box.

Select the Bulleted tab.

From the display pane, select the desired preformatted bullet style.

Click OK. The bullet style is changed for all selected list items.

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### QUESTION 2

On slide 2, insert Section Zoom links to “Section 2: Products and Services”, Section 3:

Clubs and Teams”, and “Section 4: Contact US”, Reposition the section thumbnails within the black rectangle so they are not stacked on top of each other.

The exact order and location of the thumbnails do not matter.

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

Correct Answer: A

Press and hold Ctrl while you select each object.

Select Format >Group > Group.

Format or move the grouped object however you want.

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### QUESTION 3

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.





## 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 4

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 5

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

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

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