

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

Microsoft PowerPoint (PowerPoint and PowerPoint 2019)

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#### **QUESTION 1**

On slide1, configure the audio clip to fade in for 2 seconds when the user clicks the audio icon. Configure the settings so the audio clip plays only one time but continues across multiples slides.

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

Correct Answer: A

Click the up arrow next to "Fade In:" in the ribbon\\'s Editing tab to increase the length of the fade. For example, if you want one second to pass between when the music starts playing and when it reaches its full volume, click the arrow repeatedly until the "Fade In:" box reads 01.00.

Testlet 1

Topic 6, BicyclesExhibit.







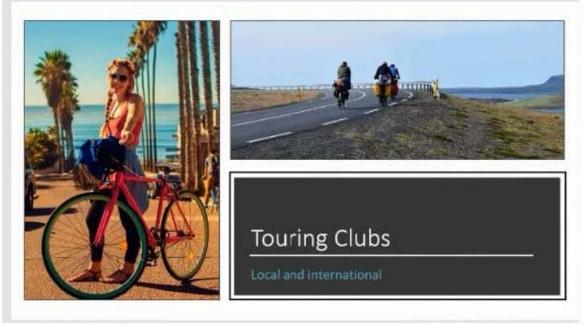






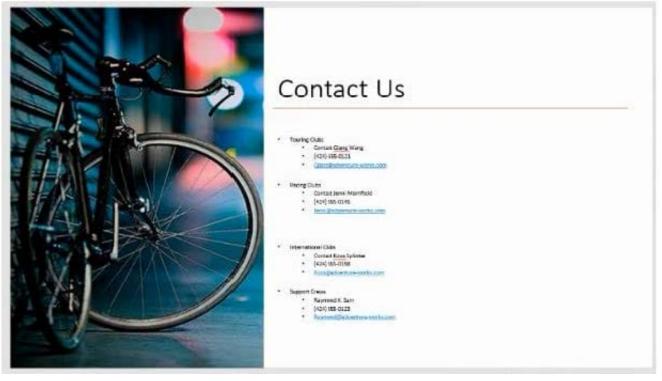












#### **QUESTION 2**

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.

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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.
QUESTION 3
For all slides, set the transition variation to From Left.
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 Effect Options to choose the direction and nature of the transition.  Note: Not every transition has Effect Options.

#### **QUESTION 4**

You are revising a recipe presentation for your cooking class.

To remove a transition, select Transitions > None.

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



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A. See the steps below.		
B. PlaceHolder		
C. PlaceHolder		
D. PlaceHolder		
Correct Answer: A		
Select the list items for which you want	t to change bullet styles.	
Access the Bullets and Numbering dial	log box.	
Select the Bulleted tab.		
From the display pane, select the desir	red preformatted bullet style.	
Click OK. The bullet style is changed for all selected list items.		
QUESTION 5		
On slide 4, add the Swivel animation to	the gazebo image.	
A. See the steps below.		
B. PlaceHolder		
C. PlaceHolder		
D. PlaceHolder		
Correct Answer: A		
shape from the drop-down menu. Doul and then click the "More" arrow in the types. Click the "Spin" animation to app	then click the "More" arrow beneath the Shole-click a point on the slide to add the rect Animations section. A drop-down menu opply it to the rectangle. PowerPoint also placknow that the rectangle has an animation.	tangle to the slide. 3Click "Animations' ens and displays a list of animation ces a small tag containing a number
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