



# 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.





## Products and Services



- Bikes
  - Mountain Bikes
  - Touring Bikes
  - Adventure Bikes
  - Racing Bikes
- Repair and maintenance
- Parts

## Service Hours

- Monday 9-5
- Tuesday 12-8
- Wednesday 12-8
- Thursday 12-8
- Friday 9-5
- Saturday 9-5





## Adventure Cycling Clubs



## Touring Clubs

Local and International





## Adventure Works Racing Team

- Form a team and compete.
- Join an existing team.
- Join a support crew.



## Contact Us

- Touring Clubs
  - Contact Gary Wang
  - (424) 155-0121
  - [Gary@adventureworks.com](mailto:Gary@adventureworks.com)
- Racing Clubs
  - Contact Jenni Marshall
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### 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.



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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### 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.

Note: Not every transition has Effect Options.

Select Preview to see what the transition looks like.

To remove a transition, select Transitions > None.

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### QUESTION 4

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 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

Launch PowerPoint, click "Insert" and then click the "More" arrow beneath the Shapes button. 2Click the rectangle shape from the drop-down menu. Double-click a point on the slide to add the rectangle to the slide. 3Click "Animations" and then click the "More" arrow in the Animations section. A drop-down menu opens and displays a list of animation types. Click the "Spin" animation to apply it to the rectangle. PowerPoint also places a small tag containing a number next to the rectangle. This tag lets you know that the rectangle has an animation.

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