



MO-300^{Q&As}

Microsoft PowerPoint (PowerPoint and PowerPoint 2019)

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QUESTION 1

On slide 4, apply the inside: Top shadow effect to both arrows, Set the shadow distance to 3 pt.

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

Correct Answer: A

Select the WordArt text you want to add a shadow to. Tip: In PowerPoint, you can also select text that isn't WordArt and apply a drop shadow to it.

On the Drawing Tools Format tab, click Text Effects > Shadow and then pick the shadow you want.

QUESTION 2

On slide 3, change the view of the 3D model to left.

- 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

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.

QUESTION 4

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.

QUESTION 5

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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