



MO-300^{Q&As}

Microsoft PowerPoint (PowerPoint and PowerPoint 2019)

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QUESTION 1

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.

QUESTION 2

On slide 2, in the content placeholder, insert a Vertical Curved List SmartArt graphic. Label the first shape "Structures" and the second shape "Perennials", Delete any unused shapes.

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

Correct Answer: A

Select the slide where you want the SmartArt graphic to appear.

From the Insert tab, select the SmartArt command in the Illustrations group.

A dialog box will appear. Select a category on the left, choose the desired SmartArt graphic, then click OK.

The SmartArt graphic will appear on the current slide.

Testlet 1

Topic 4, Screen TimeExhibit.



Screen Time: How much is too much?

Report by Trey Research

What is a screen?

- ▶ TVs and monitors
- ▶ Computers and laptops
- ▶ Tablets
- ▶ Smartphones
- ▶ Video games





What are the dangers of too much screen time?

- ▶ Increased hyperactivity
- ▶ Decreased focus
- ▶ Poor school performance
- ▶ Difficulty making friends
- ▶ Irregular sleep patterns
- ▶ Obesity

How much screen time is acceptable?

- ▶ Children younger than 2 years old: none
- ▶ Children 2–5 years old: 1 hour/day
- ▶ Children 6 years old and older: 2 hours/day





Summary

[Add presentation summary here.]

QUESTION 3

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 4

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

Clubs an 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.

QUESTION 5

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 6

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 7

You are creating a presentation about landscape products.

Create a section named "Structures" that includes only slides 3 and 4.

A. See the steps below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

Right-click between slides and select Add Section. An Untitled Section is added in the thumbnail pane, and the Rename Section dialog box opens.

Type a name in the Section name box.

Select Rename.

To collapse a section, click the triangle next to the section name.

QUESTION 8

You are preparing a presentation for prospective students of the School of Fine Art.

On the Slide Master, duplicate the "Blank" slide layout. Name the new Slide layout "Picture with Text".

Insert a picture placeholder on the left and a text placeholder on the right.

The exact size and position of the placeholders do not matter. Do not create a slide based on the new slide layout.

A. See the Steps below

B. Placeholder

C. Placeholder



D. Placeholder

Correct Answer: A

In PowerPoint, a placeholder is a pre-formatted container on a slide for content (text, graphics, or video).

The pre-set formatting makes it easier to format slides consistently.

You format a placeholder in Slide Master view. Then you use the placeholder—add content to it—in

Normal view.

The pictured slide has two rectangular placeholders:

The (upper) Title placeholder prompts the user for text and formats it in the default

Heading font, size, and color

The (lower) Content placeholder accepts text, or a table, chart, SmartArt graphic, picture, or video, as

indicated by the clickable icons at its center.

QUESTION 9

On slide 3, convert the bulleted list to a Basic Block SmartArt graphic.

A. pending

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

[Send us your feedback answers for this.]

QUESTION 10

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

