



MO-300^{Q&As}

Microsoft PowerPoint (PowerPoint and PowerPoint 2019)

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QUESTION 1

Configure the printing options to print three copies of the Notes Pages for all slides. All copies of page 1 should print before any copies of Page 2.

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

Correct Answer: A

Select File > Print.

For Printer, select the printer you want to print to.

For Settings, select the options you want:

The Outline prints only the text in the slides, without images. The Notes of a presentation show the slide and the related speaker notes below it. If you choose to print Handouts, you can print several slides on one page using a variety of layouts, some with space for notetaking.

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For Copies, select how many copies you want to print.

Select Print.

QUESTION 2

Remove hidden properties and personal information from the presentation. Do not answer any other content.

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

Correct Answer: A

Use the Document Inspector to Remove Hidden Data To open the Document Inspector, click File > Info >

Check for Issues > Inspect Document. The PowerPoint Document Inspection window shown below opens up. Click Inspect to identify hidden content, and click Remove All to remove the item of your choice.

**QUESTION 3**

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 4

On slide 5, group the three images.

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

Correct Answer: A

Press and hold CTRL while you click the shapes, pictures, or other objects to group. You will need to select more than one shape, picture or object in order to enable the Group button. You can select all the objects on a slide by pressing CTRL+A. Select the Arrange button and choose Group.

QUESTION 5

You are completing a presentation about Adventure Works Cycles.

On slid 2, insert a slid footer that displays the slide number and "www.adventureworks.com". Apply the footer to all slides except the title slide.

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



Correct Answer: A

On the Insert tab, select Slide Number.

On the Slide tab, check the Slide number box.

Select Apply to All.

QUESTION 6

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.

QUESTION 7

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 8

Set up the slide show to require the viewer to manually advance the slides.



A. See the steps below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

Select the slide that you want to set the timing for. To make the slide advance to the next slide when you click the mouse, select the On Mouse Click check box. To make the slide advance automatically, select the After check box, and then enter the number of minutes or seconds that you want.

QUESTION 9

On Slide 5, use the Draw tab to highlight the text '???' with the Yellow, 6 mm highlighter, approximately as shown:



A. See the steps below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

Select the text that you want to highlight.

On the Home tab, select the arrow next to Text Highlight Color .

Choose a color. The text you selected will be highlighted in the color you chose

QUESTION 10

You are developing a sales presentation for Margie's Travel. In the file properties, add "Travel" as a category.

A. See the Steps below

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A



To see more properties or statistics, click Project Information at the top of the page, and then click Advanced Properties or Project Statistics. On the Summary tab in the Properties dialog box, you can add or edit the Title, Subject, Author, Manager, Company, Category, Keywords (also called Tags), and Comments.

QUESTION 11

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 12

On the "Travel Destinations" slide, add the alt text description " Ocean' to the image.

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

Correct Answer: A

Do one of the following: Right-click the object and select Edit Alt Text. Select the object. Select Format >

Alt Text. ...

In the Alt Text pane, type 1-2 sentences in the text box to describe the object and its context to someone who cannot see it.

QUESTION 13

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)





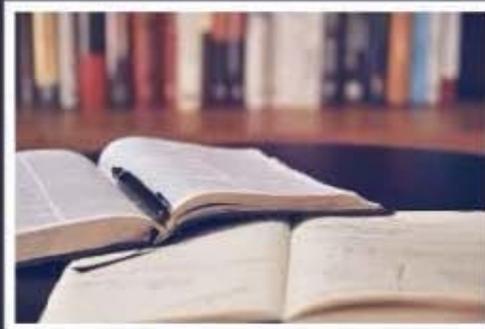
Undergraduate Degrees

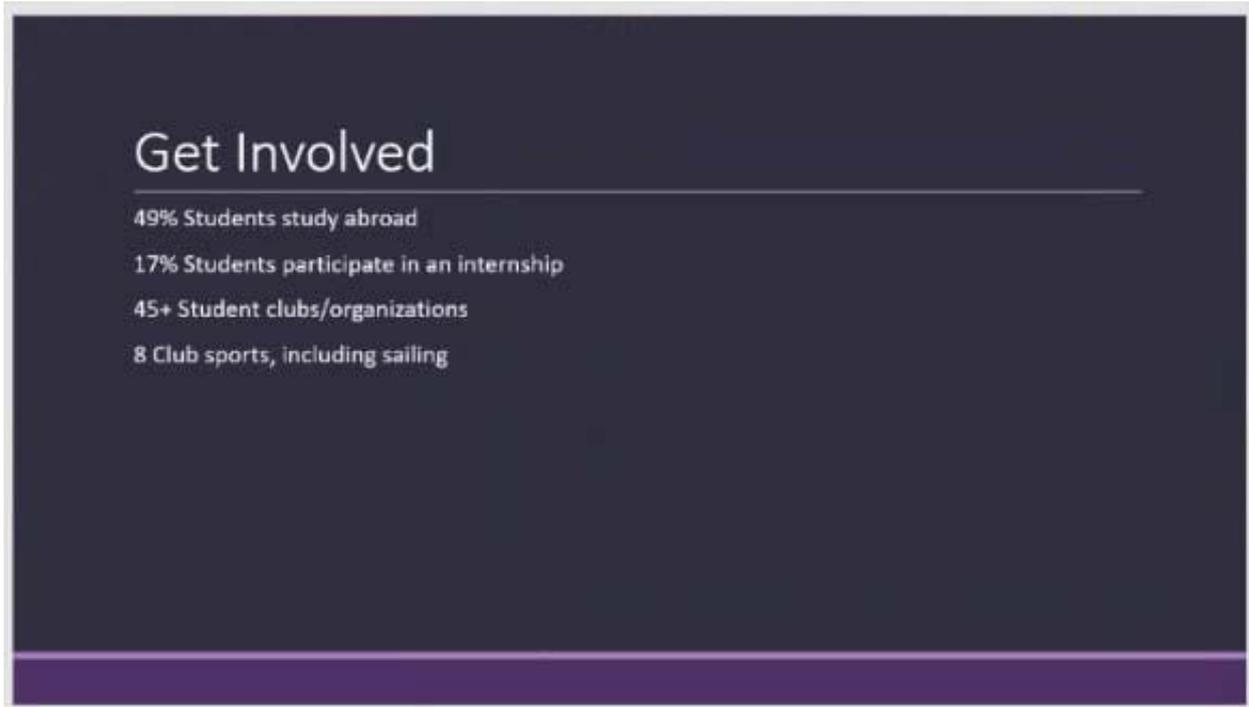
- Painting
- Sculpture
- Textiles
- Photography
- Film
- Printmaking
- Ceramics
- Glass



Admission Information

- 3.5 GPA required
- 34% Students accepted
- 95% Retention rate





QUESTION 14

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 15

On the “Extra Activities” slide, insert a row at the end of the table. In the row, enter “Sporting Event” in the



“Event” column and “\$175” in the “Price” column.

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

Correct Answer: A

To add a row above the selected cell, click Insert Above.

To add a row below the selected cell, click Insert Below. Notes: To add a row at the end of a table, you can click the rightmost cell of the last row, and then press TAB.

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