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Vendor:Microsoft

Exam Code:MO-300

Exam Name:Microsoft PowerPoint (PowerPoint and
PowerPoint 2019)

Version:Demo

QUESTION 1

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 2

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 3

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 4

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.

QUESTION 5

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 6

Apply the Wipe transition with the from Left effect option to all slides.

- 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 Preview to see what the transition looks like.

To remove a transition, select Transitions > None.

QUESTION 7

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 8

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 9

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 10

You are preparing a presentation about screen time for Try Research. Hide slide 5.

- 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 11

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 12

On Slide 1, insert a hyperlink from the text 'Try Research' to 'http://www.treyresearch.net'.

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

D. Placeholder

Correct Answer: A

On the slide, tap where you want to add the link.

On the Insert tab of the ribbon, select Link.

Select Insert Link. ...

In the Text to display box, enter the text that will be the hyperlink.

Select Insert.

Testlet 1

Topic 5, RecipeExhibit.



Apple Crumble

Apple Crumble

Cooking Time

Preparation Time 15

Cooking Time 40

Total Time 55

Apple Crumble

Ingredients

- 10 apples
 - Any color
 - Preferably sweet
- 1½ cups flour
- ½ cup butter, cubed
- 6 tablespoons sugar
 - Brown or white

Apple Crumble

Method

Preheat the oven to 392 °F (200 °C).

Peel, core, and chop the apples. Put apples into a pan with 4 tablespoons of sugar and ¼ cup of water. Cook on medium heat for 10 minutes. Transfer the mixture to a baking dish.

Mix the butter with the flour. Stir in 1 tablespoon of sugar. Spread the butter mixture over the apples. Bake for 40 minutes. Serve with cream.

Apple Crumble

Portions



