MO-300^{Q&As}

Microsoft PowerPoint (PowerPoint and PowerPoint 2019)

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QUESTION 1

On slide 3, apply the Jump and Turn animation effect to the 3D model.

A. See the steps below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Arrive or Leave Turntable and Swing Jump and Turn

QUESTION 2

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 3

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 4

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.

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
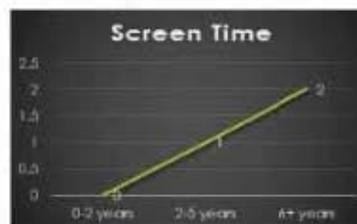
QUESTION 5

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 6

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 7

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 DataTo 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 8

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 9

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 10

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 — 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.
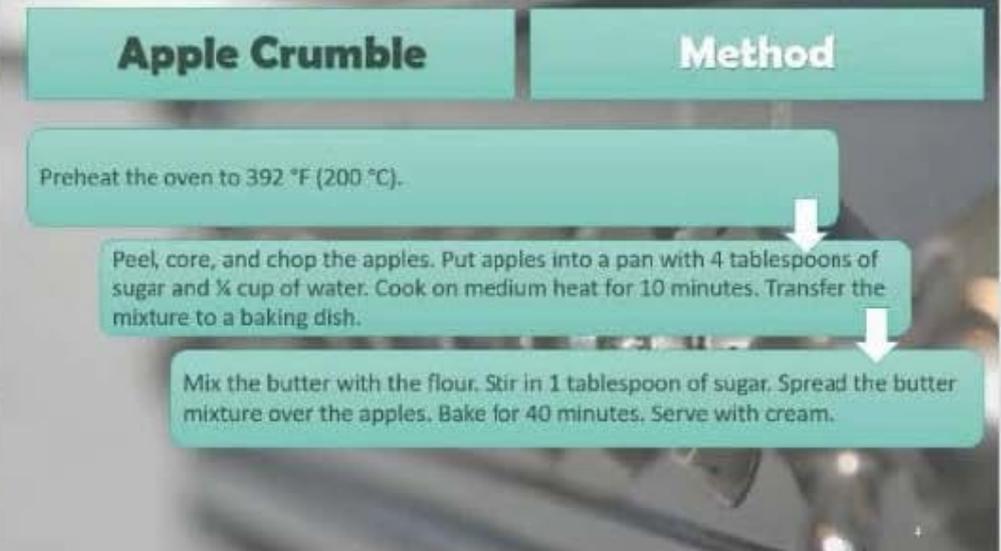
Apple Crumble — Portions

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