



MO-300^{Q&As}

Microsoft PowerPoint (PowerPoint and PowerPoint 2019)

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QUESTION 1

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 2

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 transitionSelect 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 3

On slide 8, format the bulleted list to display in two columns.

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



C. Placeholder

D. Placeholder

Correct Answer: A

Select the text box.

Select the Home tab and from the Paragraph group, select Add or Remove Columns .

From the drop-down list, select One Column , Two Columns , Three Columns , or More Columns

QUESTION 4

On slide 3, use the 3D Models feature to insert the Foundation model from the 3D Objects folder, Resize the model to a height of 4" (10.16.cm). Place the model to the left of the bulleted list.

The exact position of the model does not matter.

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 5

On the "Get Involved" slide, insert the Sailing video from the Videos folder. Place the video in the lower-right corner of the slide.

The exact size and position of the video do not matter.

A. See the Steps below

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A



In Normal view, select the slide you\\'d like to add a video to.

On the Insert tab, click Video, then click Movie from File.

In the Choose a Movie dialog box, select the file you want to insert. If you want to embed the video on the slide, simply click Insert.

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