



MO-300^{Q&As}

Microsoft PowerPoint (PowerPoint and PowerPoint 2019)

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QUESTION 1

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 2

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 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 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 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.

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