



# MO-300<sup>Q&As</sup>

Microsoft PowerPoint (PowerPoint and PowerPoint 2019)

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**QUESTION 1**

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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**QUESTION 2**

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.

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**QUESTION 3**

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	Cooking Time
Preparation Time	15
Cooking Time	40
<b>Total Time</b>	<b>55</b>



Apple Crumble	Ingredients
<ul style="list-style-type: none"><li>➤ 10 apples<ul style="list-style-type: none"><li>• Any color</li><li>• Preferably sweet</li></ul></li><li>➤ 1½ cups flour</li></ul>	<ul style="list-style-type: none"><li>➤ ½ cup butter, cubed</li><li>➤ 6 tablespoons sugar<ul style="list-style-type: none"><li>• Brown or white</li></ul></li></ul>

Apple Crumble	Method
<p>Preheat the oven to 392 °F (200 °C).</p>	
<p>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.</p>	
<p>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.</p>	

Apple Crumble	Portions
	



#### QUESTION 4

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.

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#### QUESTION 5

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