



MO-300^{Q&As}

Microsoft PowerPoint (PowerPoint and PowerPoint 2019)

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QUESTION 1

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 2

You are preparing a presentation for prospective students of the School of Fine Art.

On the Slide Master, duplicate the “Blank” slide layout. Name the new Slide layout “Picture with Text”.

Insert a picture placeholder on the left and a text placeholder on the right.

The exact size and position of the placeholders do not matter. Do not create a slide based on the new slide layout.

- A. See the Steps below
- B. Placeholder
- C. Placeholder
- D. Placeholder

Correct Answer: A

In PowerPoint, a placeholder is a pre-formatted container on a slide for content (text, graphics, or video).

The pre-set formatting makes it easier to format slides consistently.



You format a placeholder in Slide Master view. Then you use the placeholder—add content to it—in

Normal view.

The pictured slide has two rectangular placeholders:

The (upper) Title placeholder prompts the user for text and formats it in the default

Heading font, size, and color

The (lower) Content placeholder accepts text, or a table, chart, SmartArt graphic, picture, or video, as

indicated by the clickable icons at its center.

QUESTION 3

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 4

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.

QUESTION 5

On the "Price Comparison" slide. In the content placeholder, create a 3-D Clustered Column chart that displays on the table content.

You may copy and paste or manually enter the table data in the chart worksheet.

A. See the Steps below

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

On the Insert tab, in the Illustrations group, click Chart. In the Insert Chart dialog box, click a chart, and then click OK

Testlet 1

Topic 2, Art SchoolExhibit.



Welcome, Prospective Students

School of Fine Art

Who We Are

2,102 Undergraduate students

545 Graduate students

37% International students (from 43 countries)

9:1 Student-to-faculty ratio

13 Students (average class size)





Undergraduate Degrees

- Painting
- Sculpture
- Textiles
- Photography
- Film
- Printmaking
- Ceramics
- Glass



Admission Information

- 3.5 GPA required
- 34% Students accepted
- 95% Retention rate





Get Involved

49% Students study abroad

17% Students participate in an internship

45+ Student clubs/organizations

8 Club sports, including sailing

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