



MO-300^{Q&As}

Microsoft PowerPoint (PowerPoint and PowerPoint 2019)

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QUESTION 1

On slide 2, insert Section Zoom links to “Section 2: Products and Services”, Section 3:

Clubs an Teams”, and “Section 4: Contact US”, Reposition the section thumbnails within the black rectangle so they are not stacked on top of each other.

The exact order and location of the thumbnails do not matter.

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

Correct Answer: A

Press and hold Ctrl while you select each object.

Select Format >Group > Group.

Format or move the grouped object however you want.

QUESTION 2

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.

QUESTION 3

On the “Travel Destinations” slide, add the alt text description “ Ocean’ to the image.

- A. See the Steps below



B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

Do one of the following: Right-click the object and select Edit Alt Text. Select the object. Select Format > Alt Text. ...

In the Alt Text pane, type 1-2 sentences in the text box to describe the object and its context to someone who cannot see it.

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 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

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