



MO-300^{Q&As}

Microsoft PowerPoint (PowerPoint and PowerPoint 2019)

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**QUESTION 1**

On slide 2, reverse the stacking order of the screen images so the smartphone is in front, the table in the middle, and the monitor in back.

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

Correct Answer: A

Select the object. Right-click and select an option: Direction. Select this option. Bring to Front > Bring to Front to move the object to the top layer of the stack. Bring Forward to move the object up one layer in the stack. Send to Back > Send to Back to move the object to the bottom layer of the stack

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

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 transition Select 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 4

For all slides, set the transition variation to From Left.

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.

Note: Not every transition has Effect Options.

Select Preview to see what the transition looks like.

To remove a transition, select Transitions > None.

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.





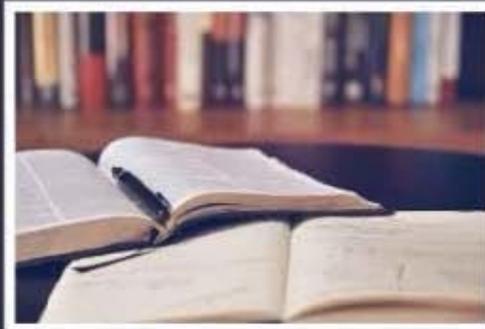
Undergraduate Degrees

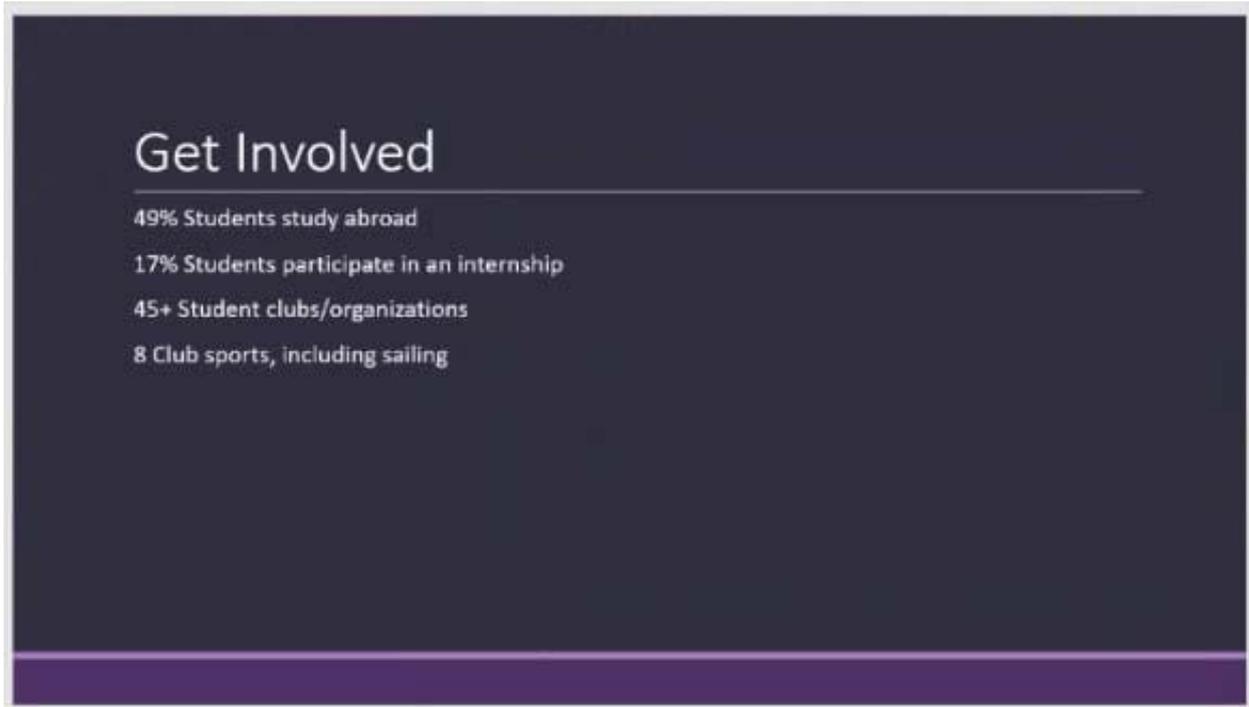
- Painting
- Sculpture
- Textiles
- Photography
- Film
- Printmaking
- Ceramics
- Glass



Admission Information

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





QUESTION 6

After the “Extra Activities” side, create slides by importing the outline from the Destination documents in the Document folder.

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

Correct Answer: A

Open PowerPoint, and select Home > New Slide.

Select Slides from Outline.

In the Insert Outline dialog box, find and select your Word outline and select Insert.

Note: If your Word document contains no Heading 1 or Heading 2 styles, PowerPoint will create a slide for each paragraph in your content.

QUESTION 7

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 8

At the end of the presentation, insert the slides from the Campus presentation in the Documents folder. After you insert the slides, slide 6 should be "Discover Your Campus" and slide 7 should be "Display Your Art".

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

Correct Answer: A

Click on the Office button.

At the bottom of the dialog box, click PowerPoint Options.

In the list of options on the left, select Advanced.

Scroll down the list of options to find the Slide Show section.

Select the End with black slide check box.

Click OK.



Testlet 1

Topic 3, LandscapeExhibit.





Rock Fountain

Click to add text



- Concrete freestanding fountain
- 4 feet (1.2 m) in height
- Electric pump included
- Weatherproof
- Minimal assembly required
- Standard delivery fee

Octagonal Gazebo

- 12 foot (3.6 m) diameter
- Cedar construction
- Additional delivery fee

Kit includes

- All cedar wood pieces
- Shingles
- All hardware (nails, screws, etc.)
- Illustrated instructions





Coneflower

- Height: 36–48" (90–120 cm)
- Width: 18" (45 cm)
- Bloom time: ???

-
- Grows easily
 - Blooms for more than 4 weeks
 - Attracts bees
 - Attracts birds
 - Attracts butterflies



Foxglove

- Height: 24" (60 cm)
- Width: 24" (60 cm)
- Bloom time: Late spring

-
- Grows easily
 - Attracts hummingbirds



QUESTION 9

On the "Admission information" slide, configuration a Down motion path animation for the check mark icon.

A. See the Steps below

B. Placeholder



C. Placeholder

D. Placeholder

Correct Answer: A

Click the object you want to animate.

On the Animations tab, click Add Animation.

Scroll down to Motion Paths, and pick one.

QUESTION 10

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.

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