

MO-300^{Q&As}

Microsoft PowerPoint (PowerPoint and PowerPoint 2019)

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QUESTION 1

You are creating a presentation about landscape products.

Create a section named "Structures" that includes only slides 3 and 4.

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

Correct Answer: A

Right-click between slides and select Add Section. An Untitled Section is added in the thumbnail pane, and the Rename Section dialog box opens.

Type a name in the Section name box.

Select Rename.

To collapse a section, click the triangle next to the section name.

QUESTION 2

On slide 3, change the view of the 3D model to left.

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

Correct Answer: A

Use the 3D control to rotate or tilt your 3D model in any direction. Just click, hold and drag with your mouse.

Drag the image handles in or out to make your image larger or smaller.

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 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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