

MO-300^{Q&As}

Microsoft PowerPoint (PowerPoint and PowerPoint 2019)

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QUESTION 1

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 2

On slide 5, group the three images.

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

Correct Answer: A

Press and hold CTRL while you click the shapes, pictures, or other objects to group. You will need to select more than one shape, picture or object in order to enable the Group button. You can select all the objects on a slide by pressing CTRL+A. Select the Arrange button and choose Group.

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
Total Time	55

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

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

Remove hidden properties and personal information from the presentation. Do not answer any other content.

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

Correct Answer: A

Use the Document Inspector to Remove Hidden DataTo open the Document Inspector, click File > Info >

Check for Issues > Inspect Document. The PowerPoint Document Inspection window shown below opens up. Click Inspect to identify hidden content, and click Remove All to remove the item of your choice.

QUESTION 5

On slide1, configure the audio clip to fade in for 2 seconds when the user clicks the audio icon. Configure the settings so the audio clip plays only one time but continues across multiples slides.

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

Correct Answer: A

Click the up arrow next to "Fade In:" in the ribbon's Editing tab to increase the length of the fade. For example, if you want one second to pass between when the music starts playing and when it reaches its full volume, click the arrow repeatedly until the "Fade In:" box reads 01.00.

Testlet 1

Topic 6, BicyclesExhibit.



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 - Touring Bikes
 - Adventure Bikes
 - Racing Bikes
- Repair and maintenance
- Parts

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- Tuesday 12-8
- Wednesday 12-8
- Thursday 12-8
- Friday 9-5
- Saturday 9-5





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- Join a support crew.



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