

Microsoft PowerPoint (PowerPoint and PowerPoint 2019)

Microsoft MO-300

Version Demo

Total Demo Questions: 6

Total Premium Questions: 66

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Topic Break Down

Topic	No. of Questions
Topic 1, Manage presentations	12
Topic 2, Manage slides	6
Topic 3, Insert and format text, shapes, and images	17
Topic 4, Insert tables, charts, SmartArt, 3D models, and media	19
Topic 5, Apply transitions and animations	12
Total	66

QUESTION NO: 1 - (SIMULATION)

Apply the Wipe transition with the from Left effect option to all slides.

ANSWER: See the explanation for the answer

Explanation:

On the **Transitions** tab, select the **Wipe** transition. Select **Effect Options** and choose **From Left**. Then select **Apply To All** in the Timing group.

This applies the Wipe transition with the From Left direction to every slide in the presentation.

QUESTION NO: 2 - (SIMULATION)

CORRECT TEXT

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

ANSWER: See the explanation for the answer

Explanation:

Select the **Extra Activities** slide in the thumbnail pane so that the imported slides are inserted immediately after it.

1. On the **Home** tab, open the arrow next to **New Slide**.
2. Select **Slides from Outline**.
3. In the Insert Outline dialog box, open the **Documents** folder.
4. Select the **Destination** outline document and click **Insert**.

This imports the outline and creates its slides after the Extra Activities slide.

QUESTION NO: 3 - (SIMULATION)

CORRECT TEXT

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

ANSWER: See the explanation for the answer

Explanation:

On the **Admission information** slide, select the **check mark icon**.

Go to **Animations > Add Animation**. In the **Motion Paths** section, select **Down**.

This applies a downward motion-path animation to the selected check mark.

QUESTION NO: 4 - (SIMULATION)

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.

ANSWER: See the explanation for the answer

Explanation:

Change the bullet at the master-layout level:

1. Go to `View > Slide Master`.
2. In the thumbnail pane, select the layout named `Ingredients`.
3. Click in the layout's content placeholder and select the first-level sample bullet text (the top-level text, such as `Click to edit Master text styles`).
4. On the `Home` tab, in the `Paragraph` group, open the `Bullets` drop-down and choose `Bullets and Numbering`.
5. On the `Bulleted` tab, click `Picture`.
6. Browse to the `Pictures` folder, select the `CheckBox` image, and click `Insert`.
7. Click `OK` to apply it, then select `Close Master View`.

The first-level bullets on the `Ingredients` slide-master layout now use the `CheckBox` picture.

QUESTION NO: 5 - (SIMULATION)

On slide 4, apply the inside: Top shadow effect to both arrows, Set the shadow distance to 3 pt.

ANSWER: See the explanation for the answer

Explanation:

On slide 4, select both arrow shapes (hold `Ctrl` while selecting each arrow).

Go to `Shape Format > Shape Effects > Shadow`.

Under `Inner`, select `Inside: Top`.

Open `Shape Effects > Shadow > Shadow Options`.

In the `Format Shape` pane, under `Effects > Shadow`, set `Distance` to 3 pt.

This applies the **Inside: Top** shadow with a distance of **3 pt** to both arrows.