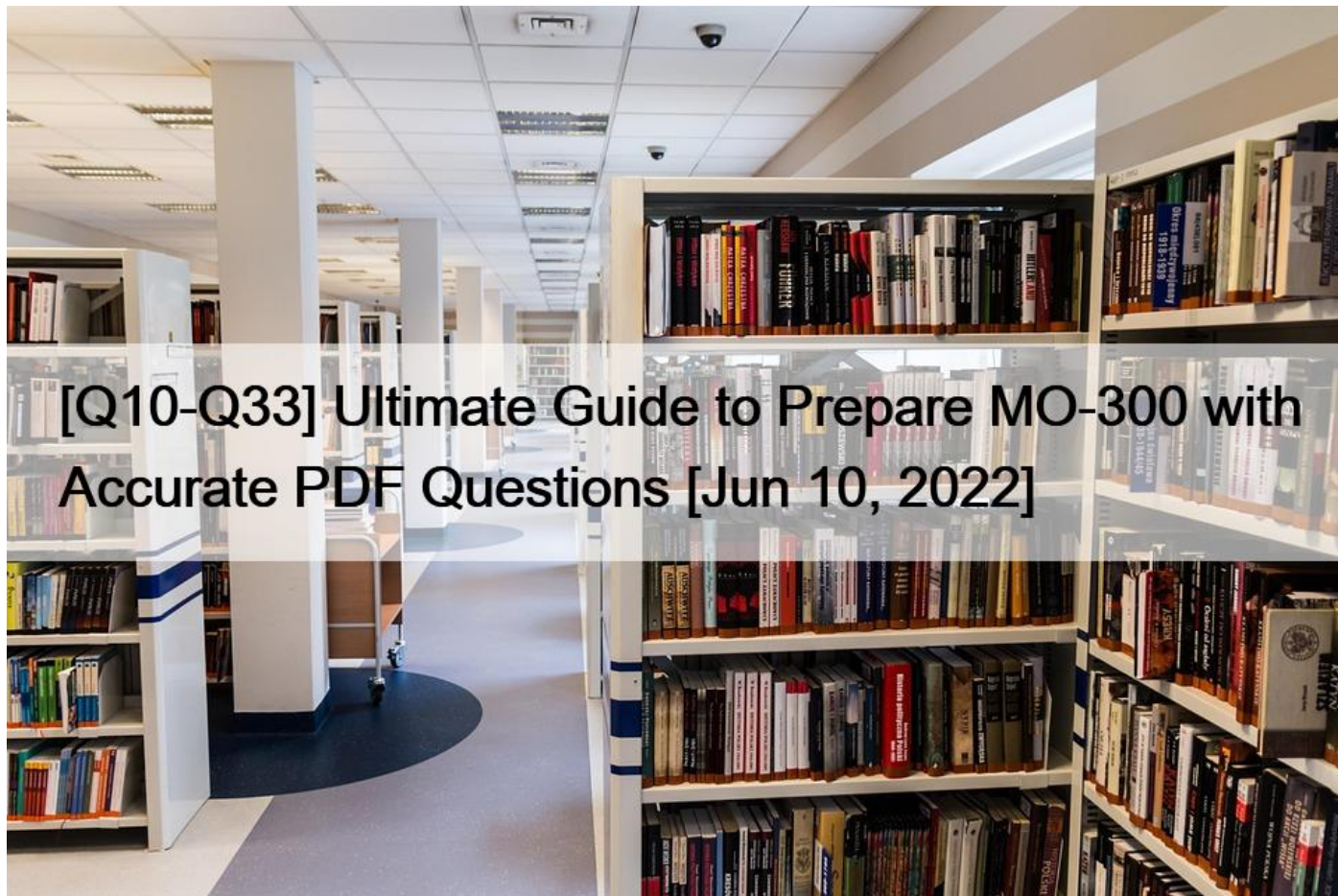


[Q10-Q33 Ultimate Guide to Prepare MO-300 with Accurate PDF Questions [Jun 10, 2022]



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Microsoft MO-300: Details

The first thing that you should know about the Microsoft MO-300 exam is that it is available in various languages, including Arabic (Saudi Arabia), Japanese, English (Malaysia), Chinese (Simplified and Traditional), Greek (Greece), Polish, and Portuguese (Brazil). You can also choose to take the test in French, Russian, Italian, Dutch, Korean, Indonesian (Indonesia), Spanish, German, or English. The questions in the exam are based on the multiple-choice and multi-response formats. There are a total of 40-60 items that you need to deal with within 50 minutes. The test costs \$100, and to pass it, the applicants need to get a minimum of 700 points out of 1000. With so little time and so many questions, it is important to make sure that you manage your time well when you are taking the exam. Otherwise, you won't be able to complete the entire test.

Microsoft MO-300: Topics If you are willing to take the Microsoft MO-300 exam, you will have to study a variety of topics. The domains included in this test are as follows: **Insert & Format Text, Shapes, & Images** Here, you will have to study the processes of formatting text and images, inserting links and graphic elements, as well as group and order objects on slides. The skills also include your understanding of the insertion of hyperlinks, creation of numbered and bulleted lists, and drawing with the use of digital ink. **Manage Presentations** The first topic includes the details regarding the modification of slide, note, and handout

masters. It is also important to know how to change the presentation options and views as well as configure print settings for presentation and present slide shows. You will be also evaluated on how successfully you can prepare the needed presentations for collaboration. **Manage Slides** As for this subject area, you will have to get the skills in inserting, order, group, and modifying slides. This means that a learner has to know how to select side layouts, duplicate slides, create and rename sections, and change individual slide backgrounds. **Insert Charts, Tables, 3D Models, Media, & SmartArt** In this section, the questions will contain the details related to the insertion option. You need to know how to insert and format tables and SmartArt graphics as well as insert and modify charts and 3D models. It is also essential to know how to insert and manage media. **Apply Transitions & Animations** The last part that you will need to study for this test covers the information about the application and configuration of slide transitions, animation of slide content, and setting of timing for transitions. This means that you have to know how to animate 3D models, configure transition start & finish options, and configure transition effects.

Schedule exam Languages: English, English (Malaysia), German, Spanish, Indonesian (Indonesia), Korean, Dutch, Italian, Russian, French, Portuguese (Brazil), Polish, Greek (Greece), Chinese (Simplified), Chinese (Traditional), Japanese, Arabic (Saudi Arabia)

Retirement date: none

This exam measures competency to create, edit, and enhance presentations and slideshows, including the ability to create and manage presentations, insert and format shapes and slides, create slide content, apply transitions and animations, and manage multiple presentations. Presentation examples include professional-grade sales presentations, employee training, instructional materials, and kiosk slideshows.

NO.10 On slide 3, apply the Jump & Turn animation effect to the 3D model.
See the steps below.

- * Arrive or Leave
- * Turntable and Swing
- * Jump & Turn

NO.11 You are creating a presentation about landscape products.

Create a section named Structures that includes only slides 3 and 4.
See the steps below.

- * 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.

NO.12 You are preparing a presentation for prospective students of the School of Fine Art.

On the Slide Master, duplicate the Blank slide layout. Name the new Slide layout Picture with Text.

Insert a picture placeholder on the left and a text placeholder on the right.

The exact size and position of the placeholders do not matter. Do not create a slide based on the new slide layout.
See the Steps below

Explanation

In PowerPoint, a placeholder is a pre-formatted container on a slide for content (text, graphics, or video). The pre-set formatting makes it easier to format slides consistently.

You format a placeholder in Slide Master view. Then you use the placeholder-add content to it-in Normal view.

The pictured slide has two rectangular placeholders:

- * The (upper) Title placeholder prompts the user for text and formats it in the default Heading font, size, and color
- * The (lower) Content placeholder accepts text, or a table, chart, SmartArt graphic, picture, or video, as indicated by the clickable icons at its center.

Topic 1, Art SchoolExhibit.




Undergraduate Degrees

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



Admission Information

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



Get Involved

- 49% Students study abroad
- 17% Students participate in internships
- 45+ Student clubs/organizations
- 8 Club sports, including sailing

NO.13 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.

See the steps below.

Explanation

Select the list items for which you want to change bullet styles.

- * Access the Bullets and Numbering dialog box.
- * Select the Bulleted tab.
- * From the display pane, select the desired preformatted bullet style.
- * Click OK. The bullet style is changed for all selected list items.

NO.14 On slide 3, convert the bulleted list to a Basic Block SmartArt graphic.
pending

Send us your feedback answers for this.

NO.15 On Slide 1, insert a hyperlink from the text **Try Research**; to <http://www.treyresearch.net>;
See the steps below.

- * On the slide, tap where you want to add the link.
- * On the Insert tab of the ribbon, select
- * Select Insert Link.
- * In the Text to display box, enter the text that will be the
- * Select Insert.

NO.16 Set up the slide show to require the viewer to manually advance the slides.
See the steps below.

Explanation

Select the slide that you want to set the timing for. To make the slide advance to the next slide when you click the mouse, select the On Mouse Click check box. To make the slide advance automatically, select the After check box, and then enter the number of minutes or seconds that you want.

NO.17 On slide 4, add the Swivel animation to the gazebo image.
See the steps below.

Explanation

Launch PowerPoint, click **Insert**; and then click the **More**; arrow beneath the Shapes button.

2 Click the rectangle shape from the drop-down menu. Double-click a point on the slide to add the rectangle to the slide.

3 Click **Animations**; and then click the **More**; arrow in the Animations section. A drop-down menu opens and displays a list of animation types. Click the **Spin**; animation to apply it to the rectangle. PowerPoint also places a small tag containing a number next to the rectangle. This tag lets you know that the rectangle has an animation.

NO.18 For all slides, set the transition variation to From Left.
See the steps below.

Explanation

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.

NO.19 You are developing a sales presentation for Margie's Travel.

In the file properties, add **Travel**; as a category.
See the Steps below

Explanation

To see more properties or statistics, click Project Information at the top of the page, and then click Advanced Properties or Project Statistics. On the Summary tab in the dialog box, you can add or edit the Title, Subject, Author, Manager, Company, , Keywords (also called Tags), and Comments.

NO.20 On slide 5, group the three images.
See the steps below.

Explanation

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

NO.21 You are preparing a presentation about screen time for Try Research.

Hide slide 5.
See the steps below.

Explanation

Select the slide that you want to set the timing for. To make the slide advance to the next slide when you click the mouse, select the On Mouse Click check box. To make the slide advance automatically, select the After check box, and then enter the number of minutes or seconds that you want.

NO.22 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”.

See the Steps below

- * 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.

NO.23 On slide 4, change the chart type to a Clustered Bar chart.

See the steps below.

- * Select the chart you want to modify. The Design tab will appear.
- * From the Design tab, click the More drop-down arrow in the group. Clicking the More drop-down arrow.
- * Select the desired style from the menu that appears. …
- * The chart will appear in the selected style.

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