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Microsoft PowerPoint (PowerPoint and PowerPoint 2019)

Microsoft MO-300

Version Demo

Total Demo Questions: 5

Total Premium Questions: 35

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Topic Break Down

Topic	No. of Questions
Topic 1, TravelExhibit.	4
Topic 2, Art SchoolExhibit.	6
Topic 3, LandscapeExhibit.	6
Topic 4, Screen TimeExhibit.	6
Topic 5, RecipeExhibit.	6
Topic 6, BicyclesExhibit.	7
Total	35

QUESTION NO: 1 - (SIMULATION)

CORRECT TEXT

You are developing a sales presentation for Margie's Travel.

In the file properties, add "Travel" as a category.

ANSWER: SeetheStepsbelow

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

Properties dialog box, you can add or edit the Title, Subject, Author, Manager, Company, Category, Keywords (also called Tags), and Comments.

QUESTION NO: 2 - (SIMULATION)

CORRECT TEXT

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.

ANSWER: Seesthestepsbelow.

Explanation:

:

- ☞ Press and hold Ctrl while you select each object.
- ☞ Select Format >Group > Group.
- ☞ Format or move the grouped object however you want.

QUESTION NO: 3 - (SIMULATION)

CORRECT TEXT

On slide 5, group the three images.

ANSWER: Seethestepsbelow.

Explanation:

:

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 NO: 4 - (SIMULATION)

CORRECT TEXT

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.

ANSWER: Seethestepsbelow.

Explanation:

:

- ☞ Press and hold Ctrl while you select each object.
- ☞ Select Format >Group > Group.
- ☞ Format or move the grouped object however you want.

QUESTION NO: 5 - (SIMULATION)

CORRECT TEXT

For all slides, set the transition duration to 3 seconds.

ANSWER: Seethestepsbelow.

Explanation:

:

Set the speed of a transitionSelect 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.