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# Microsoft PowerPoint (PowerPoint and PowerPoint 2019)

## Microsoft MO-300

**Version Demo**

**Total Demo Questions: 5**

**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)

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: 2 - (SIMULATION)

Apply the Wipe transaction 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: 3 - (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.

## QUESTION NO: 4 - (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: 5 - (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.