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QUESTION & ANSWER

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Exam : **MO-300**

Title : Microsoft PowerPoint (PowerPoint and PowerPoint 2019)

Version : DEMO

1. Topic 1, Travel Exhibit.

Destination	Retail Price	Margie's Price
Australia	$4,000	$3,000
Mexico	$2,100	$1,900
Italy	$3,000	$2,800
France	$3,000	$2,750
Brazil	$2,700	$2,300
Singapore	$4,200	$3,700
Japan	$3,500	$3,100
Russia	$3,200	$3,100

CORRECT TEXT
You are developing a sales presentation for Margie's Travel.
In the file properties, add ''Travel'' as a category.
Answer:
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.

2.CORRECT TEXT
On the ''Extra Activities'' slide, insert a row at the end of the table. In the row, enter ''Sporting Event'' in the ''Event'' column and ''$175'' in the ''Price'' column.
Answer:
➪ To add a row above the selected cell, click Insert Above.
➪ To add a row below the selected cell, click Insert Below. Notes: To add a row at the end of a table, you can click the rightmost cell of the last row, and then press TAB.

3.CORRECT TEXT
After the ''Extra Activities'' side, create slides by importing the outline from the Destination documents in the Document folder.
Answer:
Open PowerPoint, and select Home > New Slide.
➪ Select Slides from Outline.
➪ In the Insert Outline dialog box, find and select your Word outline and select Insert.
Note: If your Word document contains no Heading 1 or Heading 2 styles, PowerPoint will create a slide for each paragraph in your content.

4.CORRECT TEXT
On the ‘’Travel Destinations’’ slide, add the alt text description ‘’ Ocean’ to the image.
Answer:
➪ Do one of the following: Right-click the object and select Edit Alt Text. Select the object. Select Format > Alt Text. ...
➪ In the Alt Text pane, type 1-2 sentences in the text box to describe the object and its context to someone who cannot see it.

5.CORRECT TEXT
On the ‘’Price Comparison’’ slide. In the content placeholder, create a 3-D Clustered Column chart that displays on the table content.
You may copy and paste or manually enter the table data in the chart worksheet.
Answer:
On the Insert tab, in the Illustrations group, click Chart. In the Insert Chart dialog box, click a chart, and then click OK