



MO-100^{Q&As}

Microsoft Word (Word and Word 2019)

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QUESTION 1

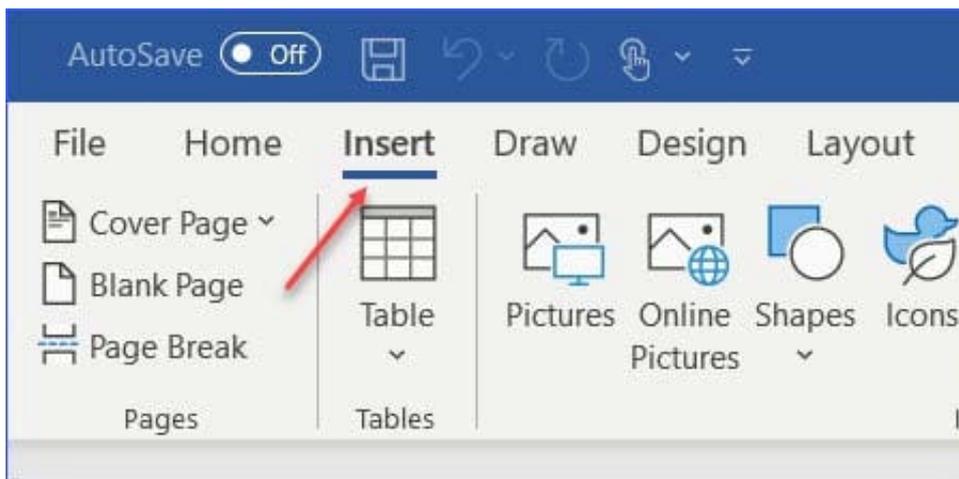
You work for Fourth Coffee. You are finalizing a training manual for employees who will bake muffins for the coffee shop.

Display the Integral header on all pages of the documents except page 1.

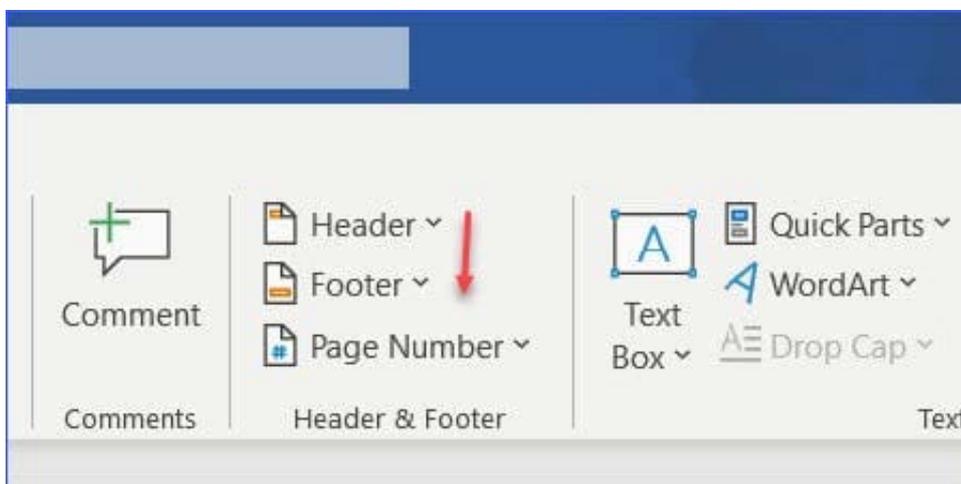
- A. See the solution below.
- B. Placeholder
- C. Placeholder
- D. Placeholder

Correct Answer: A

Step 1: Click the "Insert" tab from the Ribbon;

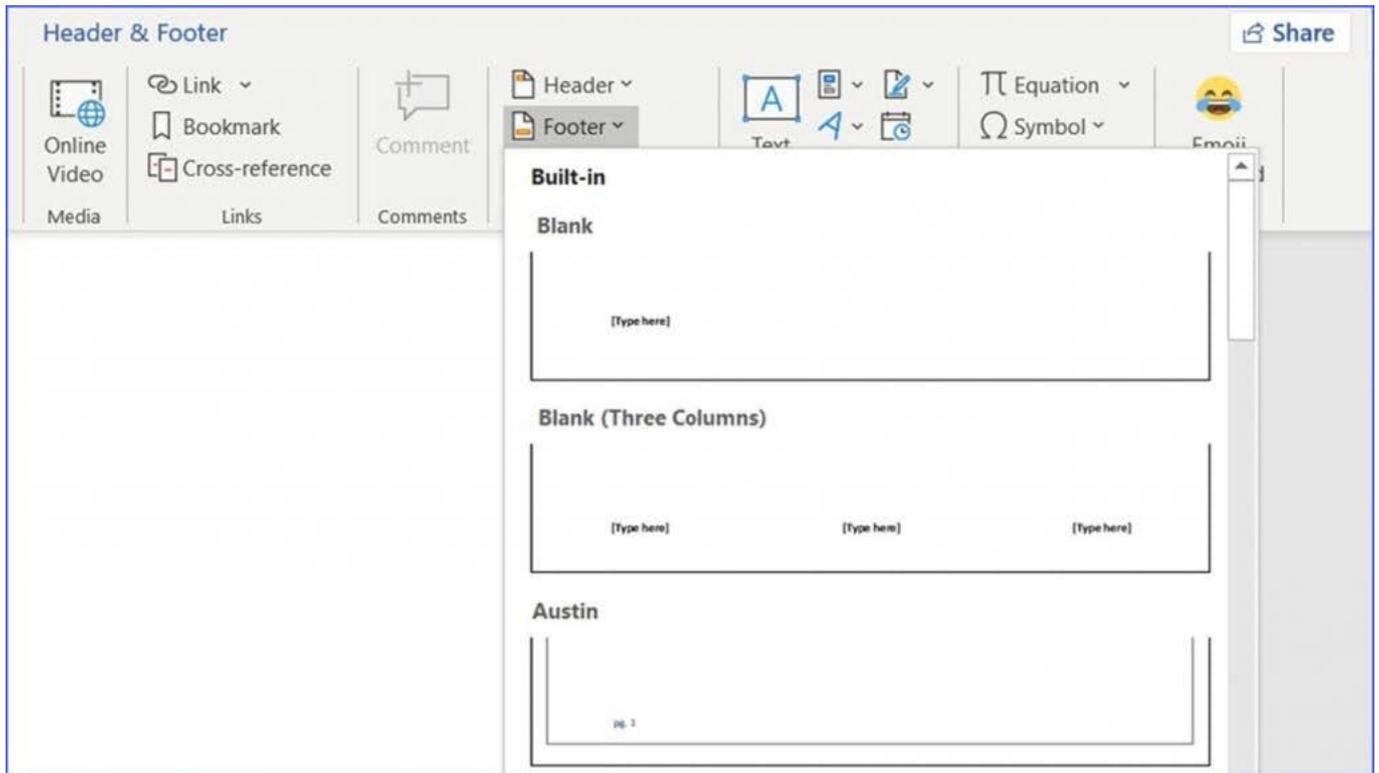


Step 2: Click the "Header" (or "Footer") command from the "HeaderandFooter" section;

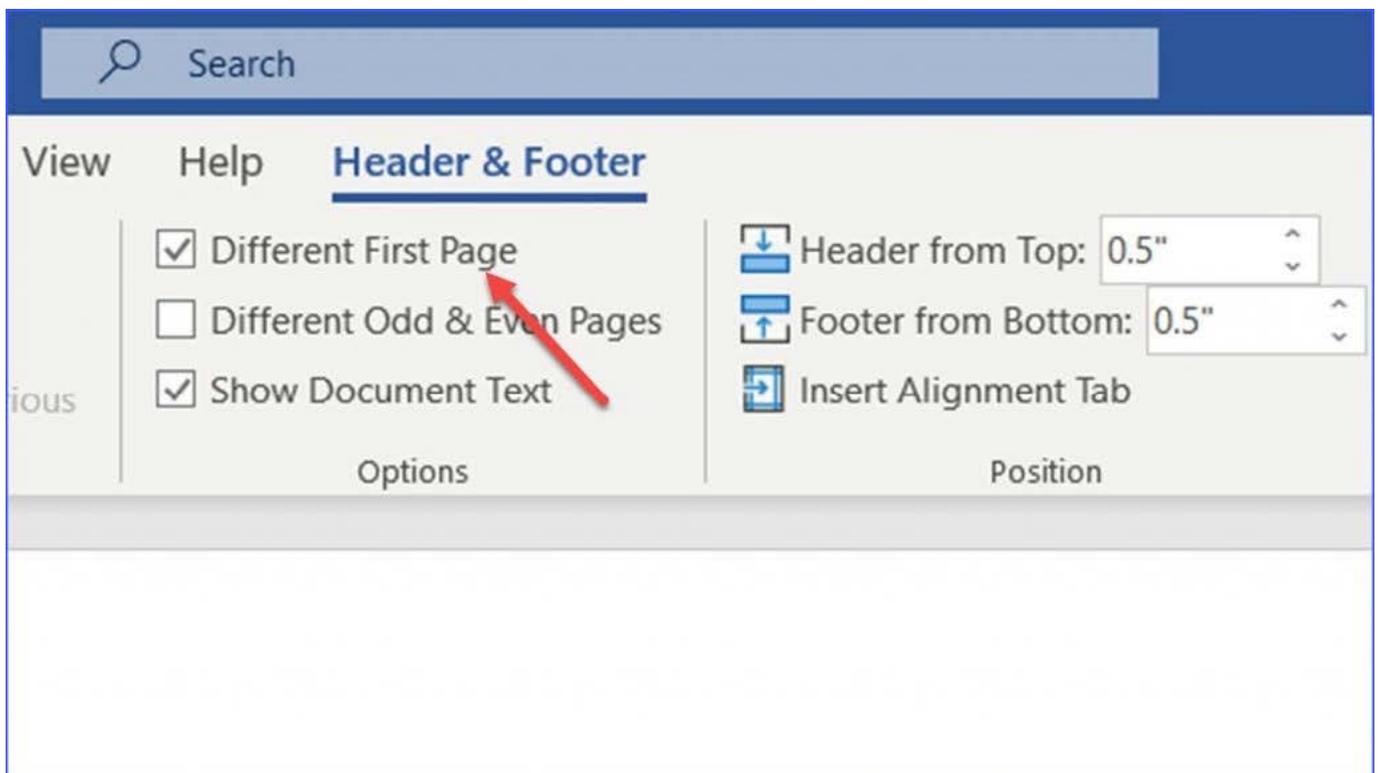




Step 3: Select one style from the drop-down list (e.g., the Austin style);



Step 4: In the "Design" tab (or Header and Footer tab if Microsoft 365) from the ribbon, check the "Different First Page" command;



Now the header or footer on the first page is different from all other pages. You can delete the contents and formatting



in the header or footer on the first page if you want to leave it empty.

QUESTION 2

At the end of the documents, change the line spacing of the last two paragraphs to exactly 14 pt.

- A. Check the solution below.
- B. Placeholder
- C. Placeholder
- D. Placeholder

Correct Answer: A

Select Last two paragraphs to update. ...

Go to Home > Line and Paragraph Spacing.

Select Line Spacing Options and choose an option in the Line spacing box.

Adjust the Before and After settings to change spacing between paragraphs.

Select OK.

QUESTION 3

In the "Checking Accounts" section, in the dark blue text box, insert the text "Anytime Account Access".

- A. See the Solution below.
- B. Placeholder
- C. Placeholder
- D. Placeholder

Correct Answer: A

Go to Insert > Text Box.

Click in your "Checking Accounts" section you'd like to insert the text "Anytime Account Access".

QUESTION 4

This project has only one task.

You have been assigned the task of keeping meeting, notes for your company's Board of Directors.

Save a copy of the document as a Word 2019 template named "Notes" that is compatible with the latest Word features



and does not support macros. Save the template file in the default location.

- A. See the Solution below.
- B. Placeholder
- C. Placeholder
- D. Placeholder

Correct Answer: A

1.

Open the Word document that you want to inspect for hidden data and personal information.

2.

Click the File tab, click Save As, and then type a name in the File name box to save a copy of your original document.

3.

In the copy of your original document, click the File tab, and then click Info.

4.

Click Check for Issues, and then click Inspect Document.

5.

In the Document Inspector dialog box, select the check boxes to choose the types of hidden content that you want to be inspected.

6.

Click Inspect.

7.

Review the results of the inspection in the Document Inspector dialog box.

8.

Click Remove All next to the inspection results for the types of hidden content that you want to remove from your document

QUESTION 5

Inspect the document and remove all headers, footers, and watermarks that are found, Do not remove other information.

- A. Check the solution below.
- B. Placeholder



C. Placeholder

D. Placeholder

Correct Answer: A

From the Info pane, click on Check for Issues and then select Inspect Document from the pop-up menu. When the Document Inspector dialog box appears, uncheck all boxes except Headers, Footers, and Watermarks. Click on Inspect.

Simply click on Remove All to delete all headers, footers and watermarks in your document

QUESTION 6

In the "Top Sellers" section, continue the numbering of the list at the top of the second column, so the list items are numbered from 1 through 6.

A. See the solution below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

Select the second column and insert number

QUESTION 7

Split the four paragraphs the picture into two columns with column spacing of '0.3' ("0.8 cm").

A. Check the solution below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

On the Page Layout or Layout tab, click Columns. At the bottom of the list, choose More Columns.

In the Columns dialog box, adjust the settings under Width and spacing to choose your column width and the spacing between columns.



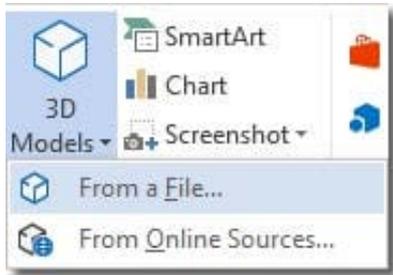
QUESTION 8

In the "Favorite dinosaurs" section, in the blank paragraph at the end of the page, use the 3D Model feature to insert the Triceratops from the 3D objects folder. Position the model in Line with Text.

- A. See the solution below.
- B. Placeholder
- C. Placeholder
- D. Placeholder

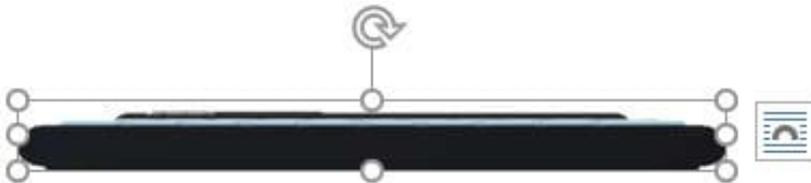
Correct Answer: A

On the Insert tab, in the Illustrations group, click 3D Models > From a File.



Insert A 3D Model

Navigate to where your 3D object is, select it and click Insert. Once inserted and still selected, you will see some handles with which to manipulate the object.



3D Handles

These handles look like the usual ones that allow you to resize and rotate an object.

However, if you hover your mouse roughly over the centre of the object, you should see the cursor change shape to indicate that you can rotate the model in 3D space. Like this:



Rotate 3D Model

Once you have rotated the model, the 3D rotate handle will appear in the centre of the object and using this will make it easier to rotate the object.

While the object is selected, you will see the 3D Model Tools contextual tab displayed in the ribbon.

QUESTION 9

Set the line spacing to 1.4 lines for the entire document.

- A. See the solution below.
- B. Placeholder
- C. Placeholder
- D. Placeholder

Correct Answer: A

1.

Select the paragraphs you want to change.

2.

Go to Home > Line and Paragraph Spacing.

3.

Choose the number of line spaces you want or select Line Spacing Options, and then select the options you want under Spacing.

**QUESTION 10**

In the " Fill Material" section, resize the table so that each column is "2.2" (5.59 cm) wide.

- A. See the Solution below.
- B. Placeholder
- C. Placeholder
- D. Placeholder

Correct Answer: A

Select your table.

On the Layout tab, in the Cell Size group, Resize column "2.2" wide.

QUESTION 11

In the "Contact Us" section, merge the cells in the first table row.

- A. See the Solution below.
- B. Placeholder
- C. Placeholder
- D. Placeholder

Correct Answer: A

Select the cells that you want to merge. Under Table Tools, on the Layout tab, in the Merge group, click Merge Cells.

QUESTION 12

You are preparing a brochure for Southridge Video. You plan to distribute the brochure electronically and in print. Apply the centered style set to the document.

- A. See the Solution below.
- B. Placeholder
- C. Placeholder
- D. Placeholder

Correct Answer: A



On the Design tab, point to one of the style sets in the Style Sets gallery in the Document Formatting group.

The new style set is previewed in your document's existing text.

Click the style set you want.

If you don't like any of the choices displayed, click the More button for the gallery to open the full gallery of choices. Notice that you can reset to the default style set from this gallery menu, or save the current settings as a new style set.

QUESTION 13

Apply the Intense Emphasis style to the paragraph after the picture.

- A. Check the solution below.
- B. Placeholder
- C. Placeholder
- D. Placeholder

Correct Answer: A

Select the text you want to format.

On the Home tab, point to a style to preview it.

Select a style.

QUESTION 14

In the "More dinosaurs facts" section, change the list level for "Velociraptor" to Level 3.

- A. See the Solution below.
- B. Placeholder
- C. Placeholder
- D. Placeholder

Correct Answer: A

1.

Place your cursor within the list item you wish to change to a different level.

2.

Under the "Home" tab, locate the "Paragraph" group > Click the [Numbering] or [Bullets] icon.

3.



Within the drop-down menu, click "Change List Level" > Click the level of organization you would like to apply to the selected list item.

QUESTION 15

In the "Basic dinosaur facts" section, apply the Pencil Sketch artistic effect to the fossil picture.

- A. See the solution below.
- B. Placeholder
- C. Placeholder
- D. Placeholder

Correct Answer: A

1.

Select the picture.

2.

Select Picture Tools > Format and select Artistic Effects.

3.

Hover over the options to preview them and select the one you want.

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