



MO-101^{Q&As}

Microsoft Word Expert (Word and Word 2019)

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**QUESTION 1**

Configure formatting restrictions to allow users to apply only the Heading 1, Heading 2, Normal (Web), and Normal Indent styles. When prompted, answer No to retain all Styles currently in the document. Do not start enforcing protection, if you do, it will affect your ability to complete other tasks in this project.

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

Correct Answer: A

Select the File tab in the ribbon.

Select the Info tab in the Backstage view.

Select the Protect Document button.

Select Restrict Editing in the drop-down menu.

Check Limit formatting to a selection of styles in the Restrict Editing task pane.

Select the Settings link.

Check Limit formatting to a selection of styles in the Formatting Restrictions dialog box

Check or uncheck the individual styles you want to allow from the Formatting Restrictions dialog box. Or, select one of the preset option buttons:

Select the OK button

QUESTION 2

This project has only one task.

Select the "Bellows College" and "Department of Chemistry" paragraphs. Save the selected text as a Quick Part named Chemistry header. Save the Quick Part in the Bellows template, in a custom category named "Departments".

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

Correct Answer: A

Select the phrase, sentence, or other portion of your document that you want to save to the gallery.



On the Insert tab, in the Text group, click Quick Parts, and then click Save

Selection to Quick Part Gallery, change the name and add a description if you like, and click OK.

Note: To save a selection as AutoText, on the Insert tab, in the Text group, click Quick Parts > AutoText > Save Selection to AutoText Gallery.

QUESTION 3

You are creating a donor appreciation document for a college.

Use a Word feature to replace all nonbreaking spaces in the document with regular spaces.

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

Correct Answer: A

Press Ctrl+H to display the Replace tab of the Find and Replace dialog box. (See Figure 1.)

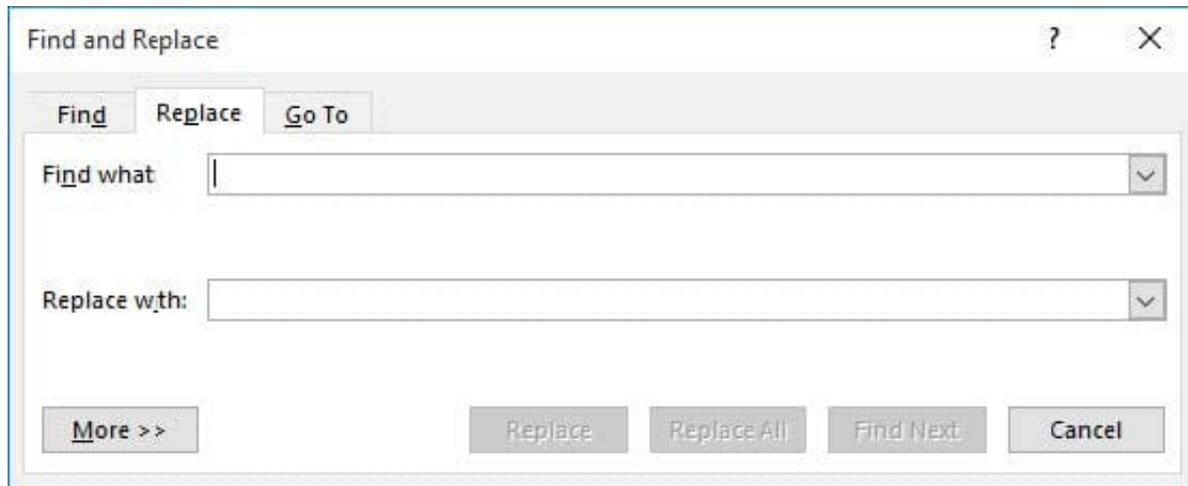


Figure 1. The Replace tab of the Find and Replace dialog box.

In the Find What box, enter "^-" (without the quote marks). That is a carat character (Shift+6) followed by a dash.

In the Replace With box, enter "^s" (again, without the quote marks). That is a carat character followed by a lowercase "s."

Click on Replace All.

Close the Find and Replace dialog box.

**QUESTION 4**

in the \\' Index section, update the index to include all marked index entries in the document.

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

Correct Answer: A

To update the index, click the index, and then press F9. Or click Update Index in the Index group on the References tab.

QUESTION 5

Save the design elements in the documents as a custom theme named "LabTheme". Save the theme file in the default location.

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

Correct Answer: A

Click File > Open.

Double-click This PC. (In Word 2013, double-click Computer).

Browse to the Custom Office Templates folder that\\'s under My Documents.

Click your template, and click Open.

Make the changes you want, then save and close the template.

QUESTION 6

Display the caption \\'Figure 2 Patricia Doyle and friend\\' below the second photo in the document. Note: Word automatically adds the text Figure 2.

- A. See the steps below.
- B. Placeholder



C. Placeholder

D. Placeholder

Correct Answer: A

Select the object (table, equation, figure, or another object) that you want to add a caption to.

On the References tab, in the Captions group, click Insert Caption.

In the Label list, select the label that best describes the object, such as a figure or equation.

QUESTION 7

You are creating a newsletter for Adventure Works Cycles to promote an outdoor adventure club. Change the style of all content that is formatted with the Emphasis style to the Intense Emphasis style.

A. See the steps below:

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

From the Design tab, click the More drop-down arrow in the Document Formatting group.

Choose the desired style set from the drop-down menu.

The selected style set will be applied to your entire document.

QUESTION 8

Configure the Hyphenation settings to hyphenate the document automatically. Configure line numbering to restart at the top of each page.

A. See the steps below

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

On the Tools menu, click Hyphenation.

Select the Automatically hyphenate document check box.

In the Hyphenation zone box, enter the amount of space to leave between the end of the last word in a line and the right



margin.

QUESTION 9

Create a mail merge recipient list that contains one entry with the first name "Paula" and the last name "Bento". Save the list in the default folder as "Snowboarders". Leave the field structure of the recipient list intact.

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

Correct Answer: A

Click the Mailings tab.

Click the Start Mail Merge button.

Select Step-by-Step Mail Merge Wizard.

The Mail Merge pane appears on the right, ready to walk you through the mail merge.

Select a type of document to create.

Click Next: Starting document.

QUESTION 10

Save the styles in the document as a style set named Wells". Save the style set file in the default location.

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

Correct Answer: A

Select the whole document.

Then click "Home".

Next, click "Change Styles".

On the drop-down menu, choose "Style Set" option.

Click "Save as Quick Style Set"



Now, the “Save as Quick Style Set” window will pop up. Type the file name in text box.

Click “Save”

QUESTION 11

You are creating a brochure for potential clients of VanArshdel, Ltd.

In the “Team Building” section, set the proofing language for the word “expeditions” to French (France).

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

Correct Answer: A

1.
Select the Home tab in the ribbon.
2.
Select the dialog box launcher in the Styles group.
3.
Select the Options button in the Styles task pane.
4.
Select All styles in the Select styles to show drop-down menu in the Style Pane Options dialog box.
5.
Select the OK button to close the Style Pane Options dialog box.
6.
Scroll to Comment Text in the Styles task pane; hold your cursor over Comment Text to reveal the options arrow.
7.
Select the options arrow and then select Modify from the drop-down menu.
8.
Select the Format button in the Modify Style dialog box.
9.
Select Language in the drop-down menu.



10.

Select English (or another preferred language) in the Mark selected text as drop-down menu in the Language dialog box.

11.

Uncheck Do not check spelling or grammar to ensure that Word will include your comments in spelling and grammar checks.

12.

Select the OK button to close the Language dialog box.

13.

Select the OK button to close the Modify Style dialog box.

14.

Save, close, and then reopen the document to activate your new comment review settings.

QUESTION 12

in the document footer configure the FileName field to display the file path in front of the file name. Note: Modify the field property. Do not add another field.

A. See the steps below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

Open Microsoft Word.

Click the "Insert" tab.

From the "Header and Footer" group, click [Header] or [Footer].

From the drop-down menu, choose a Header or Footer style.

Return to the "Insert" tab.

From the "Text" group, click [Quick Parts] > Select "Field..."

Under "Field names," select "FileName."

In the "Field properties" section, select a format.

In the "Field options" section, check "Add path to filename." The file name will now appear in the header or footer.

**QUESTION 13**

You are creating lab safety documentation for Bellows College. Enable only digitally signed macros in the document.

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

Correct Answer: A

Click the File tab.

In the Security Warning area, click Enable Content.

Select Advanced Options.

In the Microsoft Office Security Options dialog box, click Enable content for this session for each macro.

Click OK.

QUESTION 14

At the bottom of the page, insert a Date Picker control to the right of the text 'Date'.

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

Correct Answer: A

In the Word Options dialog box, please (1) click Customize Ribbon in the left bar, (2) check Developer in the right box, and (3) click the OK button. ...

Click Developer > Date Picker Content Control

Then the Date Picker is inserted into the document.

QUESTION 15

You are creating a newsletter for Alpine Ski House.

Copy only the Title style from the AlpineStyle template in the Documents folder into the current document Overwrite the existing style to change the appearance of the document title.



Note: Copy the style the template to the document. Do not attach the template to the documents.

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

Correct Answer: A

Click the Home tab.

Open the Styles pane.

Click the Manage Styles button.

Click Import/Export.

Select a style.

Click the Copy button.

The style is copied to the selected template or document.

Click Close.

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