MO-100^{Q&As}

Microsoft Word (Word and Word 2019)

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QUESTION 1

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 2

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 3

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.
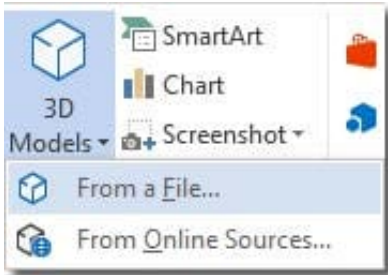
A. See the solution below.

B. PlaceHolder
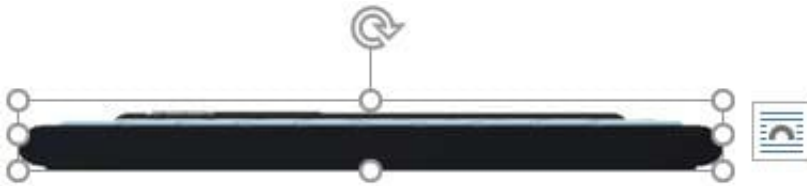
C. PlaceHolder

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.
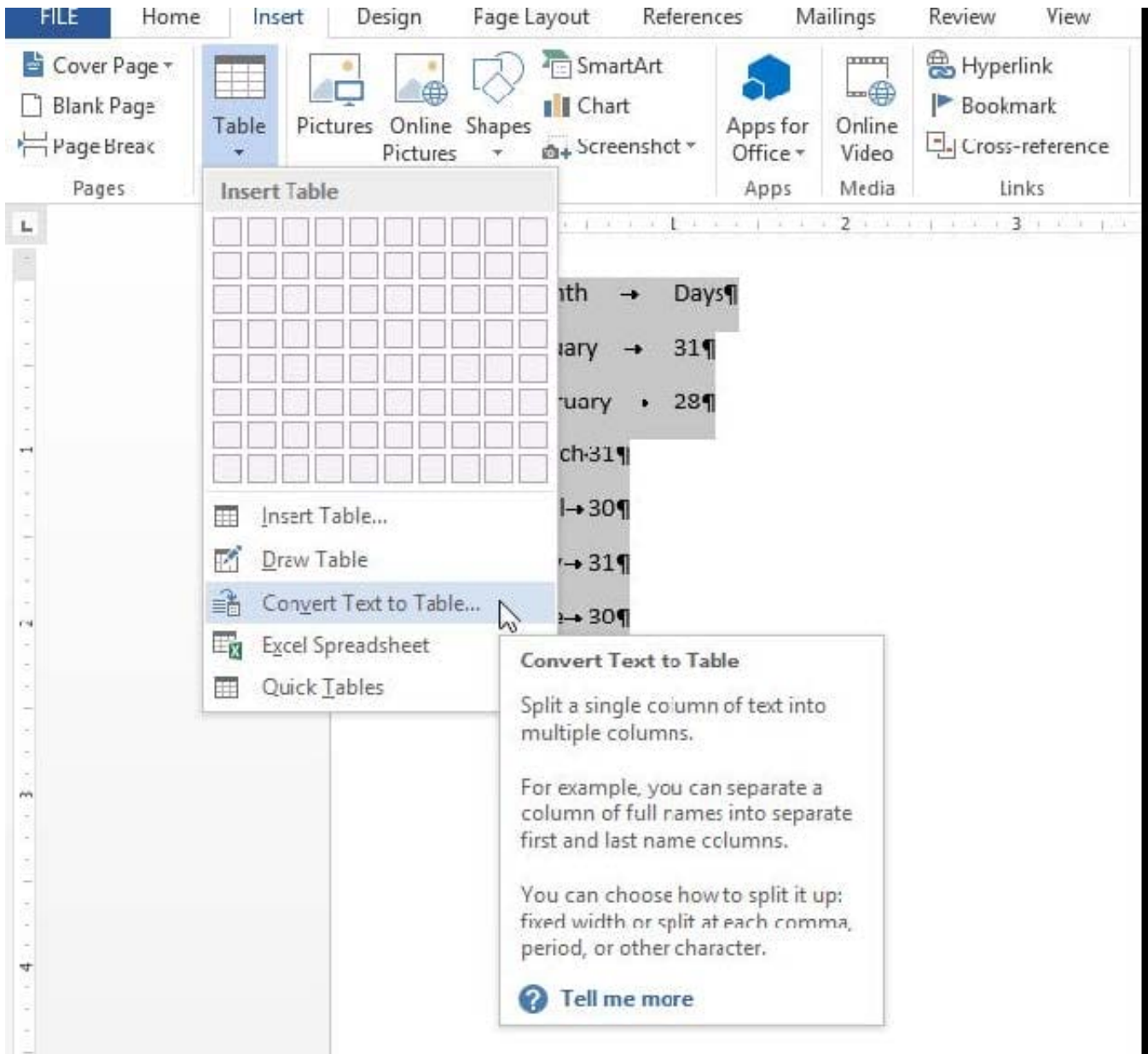
QUESTION 4

In the "Banking Fees" section, convert the tab-delimited text to a two-column table. Accept the default AutoFit behavior.
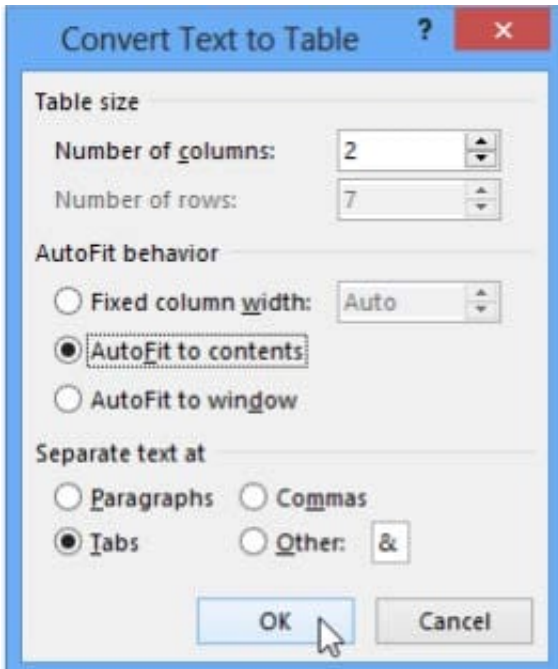
A. See the Solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Click the Insert tab and click Table in the Table section. Select Convert Text to Table from the drop-down menu.

On the Convert Text to Table dialog box, the Number of columns should already be set to 2 if you have only one tab between each item on each line. The Number of rows is automatically calculated.

QUESTION 5

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