

# MO-100<sup>Q&As</sup>

Microsoft Word (Word and Word 2019)

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### QUESTION 1

In the "Making moments last forever1" section, convert the five paragraphs starting with "Corporate events" to a bulleted list.

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

Correct Answer: A

Select the text you want to change into a list. Go to Home> Bullets or Home> Numbering.

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### QUESTION 2

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.

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### QUESTION 3

The owner of Margie's Travel has asked you to finish formatting an event flyer. Add a 3 pt DarkBlue, Accent1 Box page border to the whole documents.

- A. Check the solution below.

- B. Placeholder
- C. Placeholder
- D. Placeholder

Correct Answer: A

Go to Design > Page Borders.

Make selections for how you want the border to look.

To adjust the distance between the border and the edge of the page, select

Options. Make your changes and select OK.

Select OK.

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#### QUESTION 4

In the "Depaning" section, insert a thermometer symbol before the phrase "The muffin tray will still be hot!". Use the Webdings font and character code "225" ( the thermometer symbol).

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

Correct Answer: A

You might want to insert a degree symbol when you write about temperatures or measurements in Word. You can do this by using the Symbol drop-down menu or the keyboard shortcut, Alt + 0176

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#### QUESTION 5

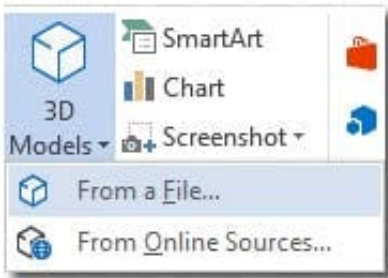
In the " Description" section, use the 3D Models feature to insert the PillPack model from the 3D objects folder into the blank paragraph. Position the model in Line with Text.

- 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.

Navigate to where your 3D object is, select it and click Insert.



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