MO-100Q&As

Microsoft Word (Word and Word 2019)

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QUESTION 1

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

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QUESTION 2

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 3

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.

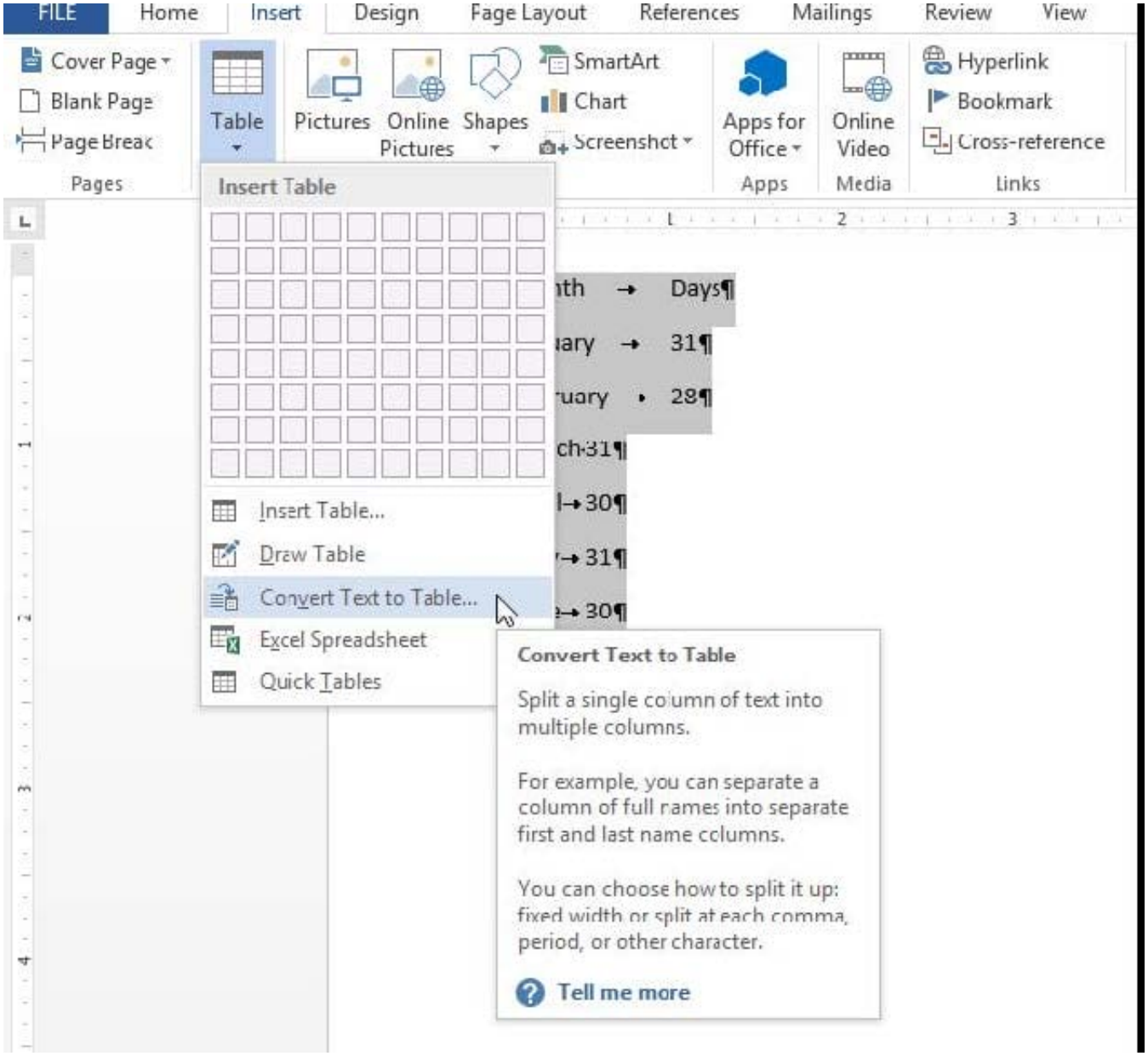
B. PlaceHolder

C. PlaceHolder

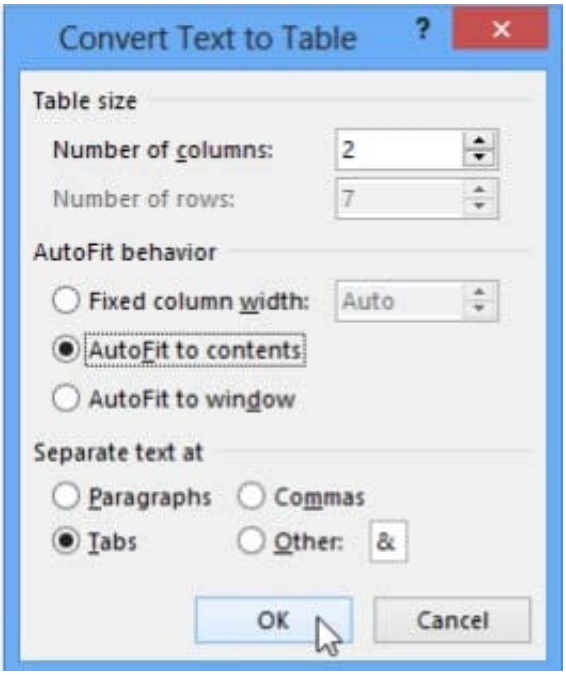
D. PlaceHolder

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 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

QUESTION 5

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.

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