

MO-101^{Q&As}

Microsoft Word Expert (Word and Word 2019)

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QUESTION 1

Modify the Subtitle style to apply a solid Green Accent 5 text fill effect and a solid Black. Text 1, Lighter 25% text outline effect. Save the style changes in this document only.

- A. See the explanation:
- B. Placeholder
- C. Placeholder
- D. Placeholder

Correct Answer: A

On the Design tab, click Colors, and then choose a different set of colors. The colors you see on the menu that appears

QUESTION 2

This project has only one task.

Configure the document to force the tracking of changes. Require the entry of the password '789' to stop tracking changes.

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

Correct Answer: A

On the Review tab, go to Tracking and select Track Changes. Track Changes in the Tracking panel

QUESTION 3

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.

QUESTION 4

In the "Our Team" section, select the first instance of "Team Builder" and record a macro named "Role" that applies bold and italic formatting of the selected text. Then stop recording. Store the macro in the current document.

A. See the steps below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

Select the View tab, then click Macros > Record Macro.

B. In the Record Macro dialog box, enter a macro name and description. Follow these rules for the name:

Macro names must begin with a letter and use either letters or numerals. You cannot use spaces, non-alphanumeric characters, or periods.

Macro names can be 80 characters maximum

Macro names cannot conflict with the program's reserved commands or keywords such as Print, Save, Copy, Paste.

Descriptions are just notes that summarize the macro's function.

C. For the Store Macro In field, choose All Documents to run this macro in all of your Word documents, or select the current document (displayed by filename) to use this macro in the current document only. Click OK.

D. Next, in the Assign Macro To panel, click Button or Keyboard (shortcut) for the method used to access and run the macro.

QUESTION 5

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.

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