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 till 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

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 3

You are creating a newsletter tor 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 4

Mark an index entry for the "ABOUT US\\' heading immediately after the text.

A. See the steps below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

These steps show you how to mark words or phrases for your index, but you can also Mark index entries for text that spans a range of pages.

Select the text you'd like to use as an index entry, or just click where you want to insert the entry.

On the References tab, in the Index group, click Mark Entry.Mark entry

You can edit the text in the Mark Index Entry dialog box.Mark Index Entry dialog box

Click Mark to mark the index entry. To mark this text everywhere it shows up in the document, click Mark All.

To mark additional index entries, select the text, click in the Mark Index Entry dialog box, and then repeat steps 3 and 4.

QUESTION 5

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.

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