

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

Microsoft Word (Word and Word 2019)

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## QUESTION 1

In the " Manufacturing Process" section, assign the alt text description "Process flow" to the SmartArt graphic, (Be sure to select the entire SmartArt graphic.)

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

Correct Answer: A

To add alt text in Word, open your document and select the object to which you want to add the alternative text.

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## 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".

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## QUESTION 3

Split the four paragraphs the picture into two columns with column spacing of '0.3' ("0.8 cm").

- A. Check the solution below.
- B. Placeholder
- C. Placeholder
- D. Placeholder

Correct Answer: A

On the Page Layout or Layout tab, click Columns. At the bottom of the list, choose More Columns.

In the Columns dialog box, adjust the settings under Width and spacing to choose your column width and the spacing between columns.

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## QUESTION 4

In the "Savings Accounts" section, delete the comment that is attached to the text "\$3,000".

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

Correct Answer: A

1.

Click the Review tab.

2.

Click the Next Comment or Previous Comment button to locate the offending comment. Upon success, the comment is highlighted in the markup area.

3.

In the Comments area, choose Delete Delete.

4.

Repeat Steps 2 and 3 to remove additional comments.

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## QUESTION 5

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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