

MO-100^{Q&As}

Microsoft Word (Word and Word 2019)

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QUESTION 1

In the "Description" section, Insert a new placeholder citation with the name "Manufacturing1" at the end of the second paragraph after the heading.

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

Correct Answer: A

To add a citation placeholder in Word, place your cursor at the point in your document where you want to insert the citation placeholder. Then click the "References" tab in the Ribbon. Then click the "Insert Citation" drop-down button in

the "Citations and Bibliography"

QUESTION 2

In the "Serving" section, change the text wrapping for the picture to Square.

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

Correct Answer: A

Select the picture.

Select Layout Options.

Select the layout you want.

QUESTION 3

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.

QUESTION 4

You work for Fourth Coffee. You are finalizing a training manual for employees who will bake muffins for the coffee shop.

Display the Integral header on all pages of the documents except page 1.

A. See the solution below.

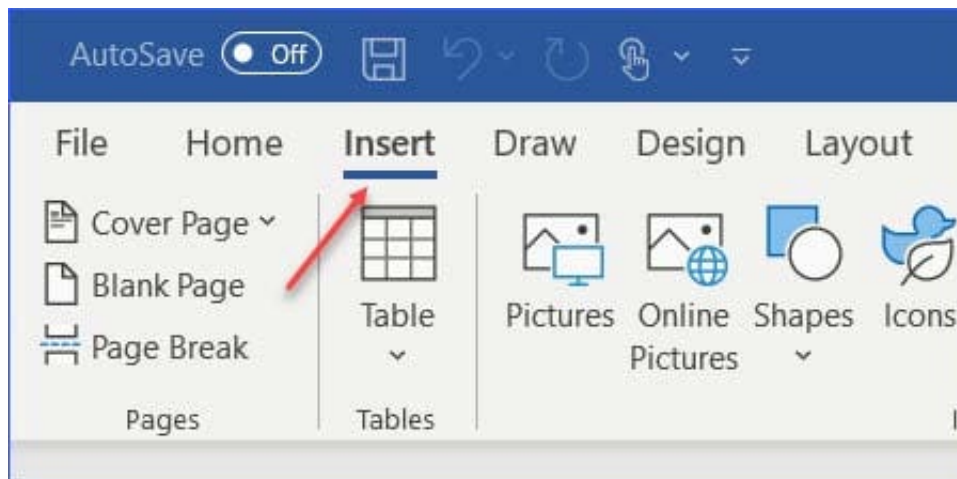
B. Placeholder

C. Placeholder

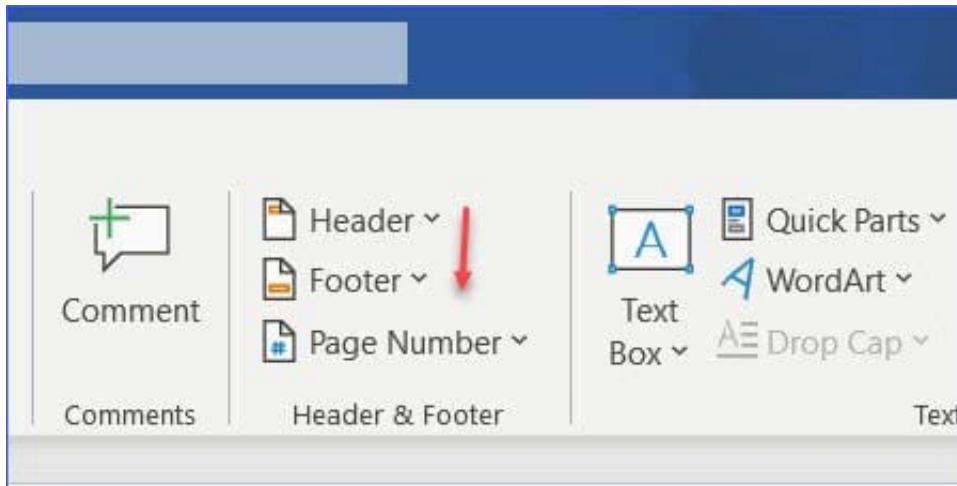
D. Placeholder

Correct Answer: A

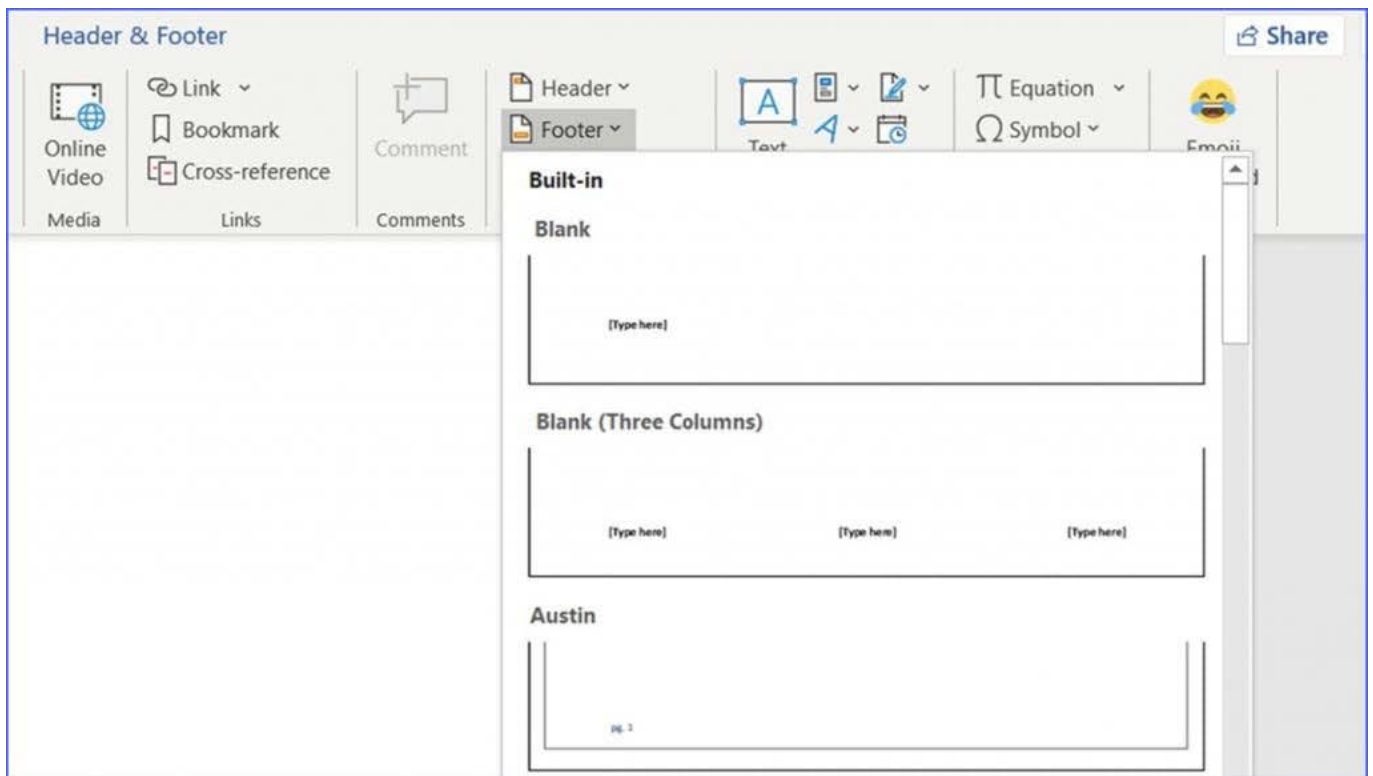
Step 1: Click the "Insert" tab from the Ribbon;



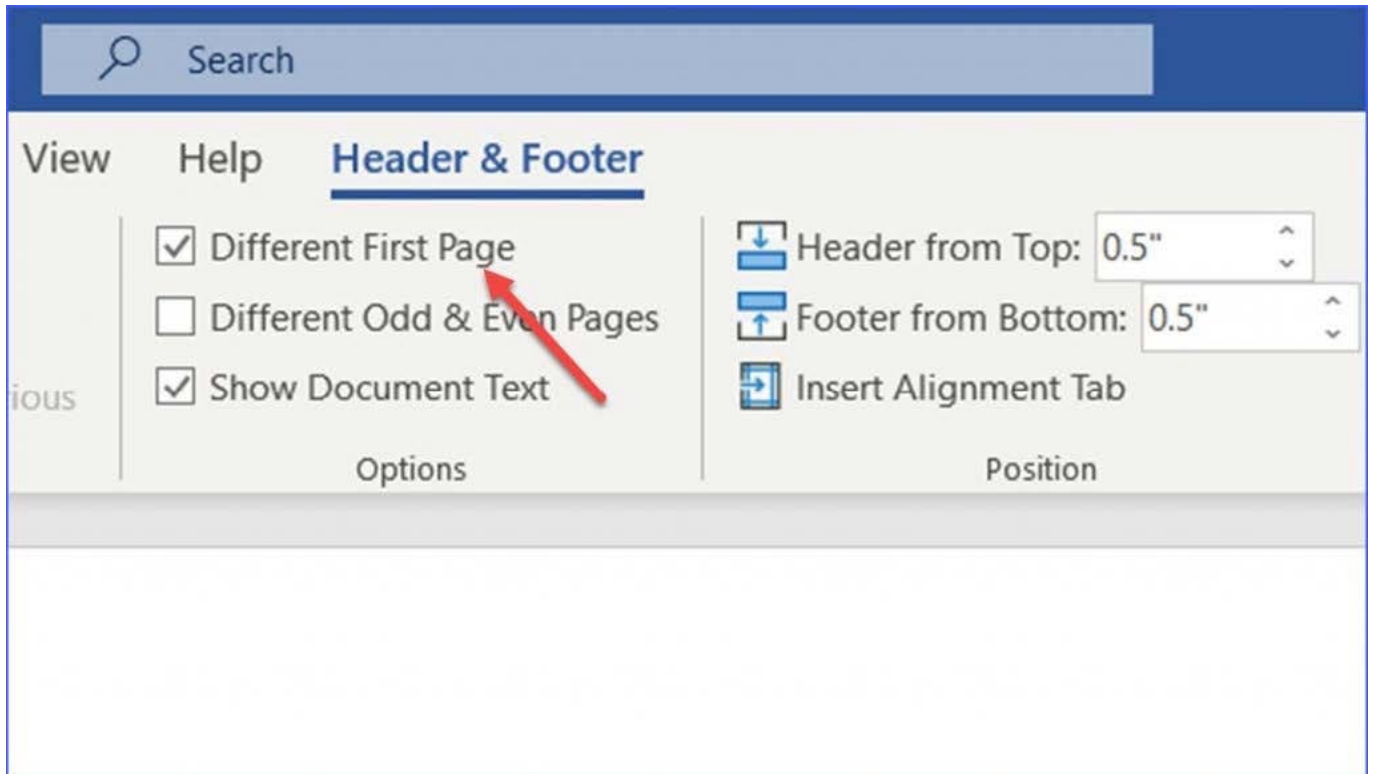
Step 2: Click the "Header" (or "Footer") command from the "HeaderandFooter" section;



Step 3: Select one style from the drop-down list (e.g., the Austin style);



Step 4: In the "Design" tab (or Header and Footer tab if Microsoft 365) from the ribbon, check the "Different First Page" command;



Now the header or footer on the first page is different from all other pages. You can delete the contents and formatting in the header or footer on the first page if you want to leave it empty.

QUESTION 5

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.