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MO-100^Q&As

Microsoft Word (Word and Word 2019)

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QUESTION 1

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
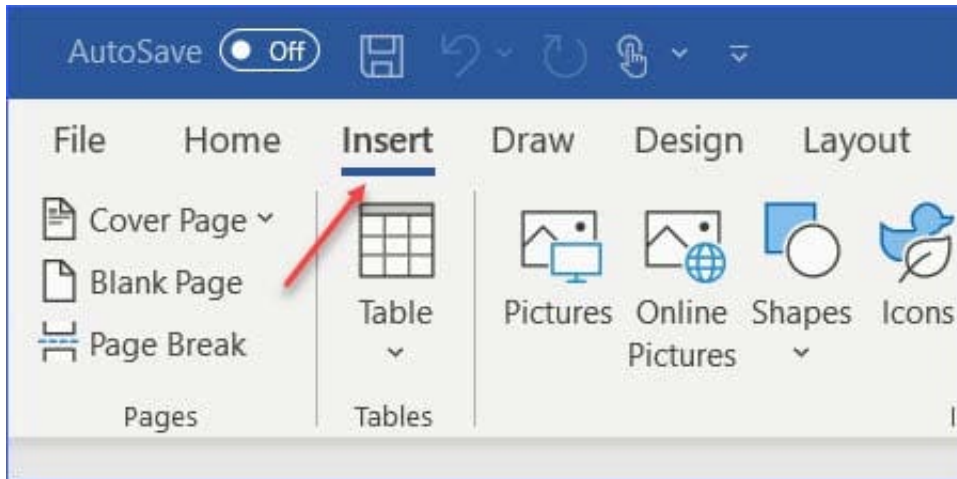
QUESTION 2

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

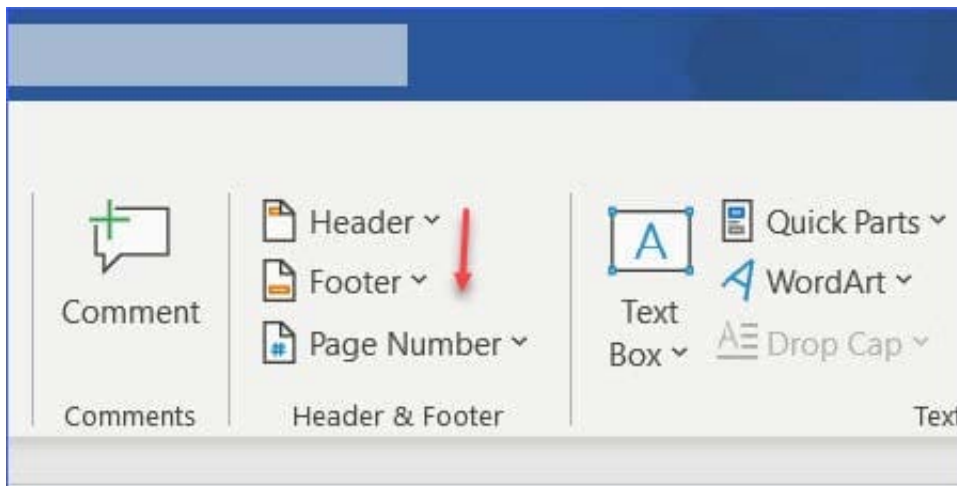Display the Integral header on all pages of the documents except page 1.

A. See the solution below.

B. PlaceHolder

C. PlaceHolder

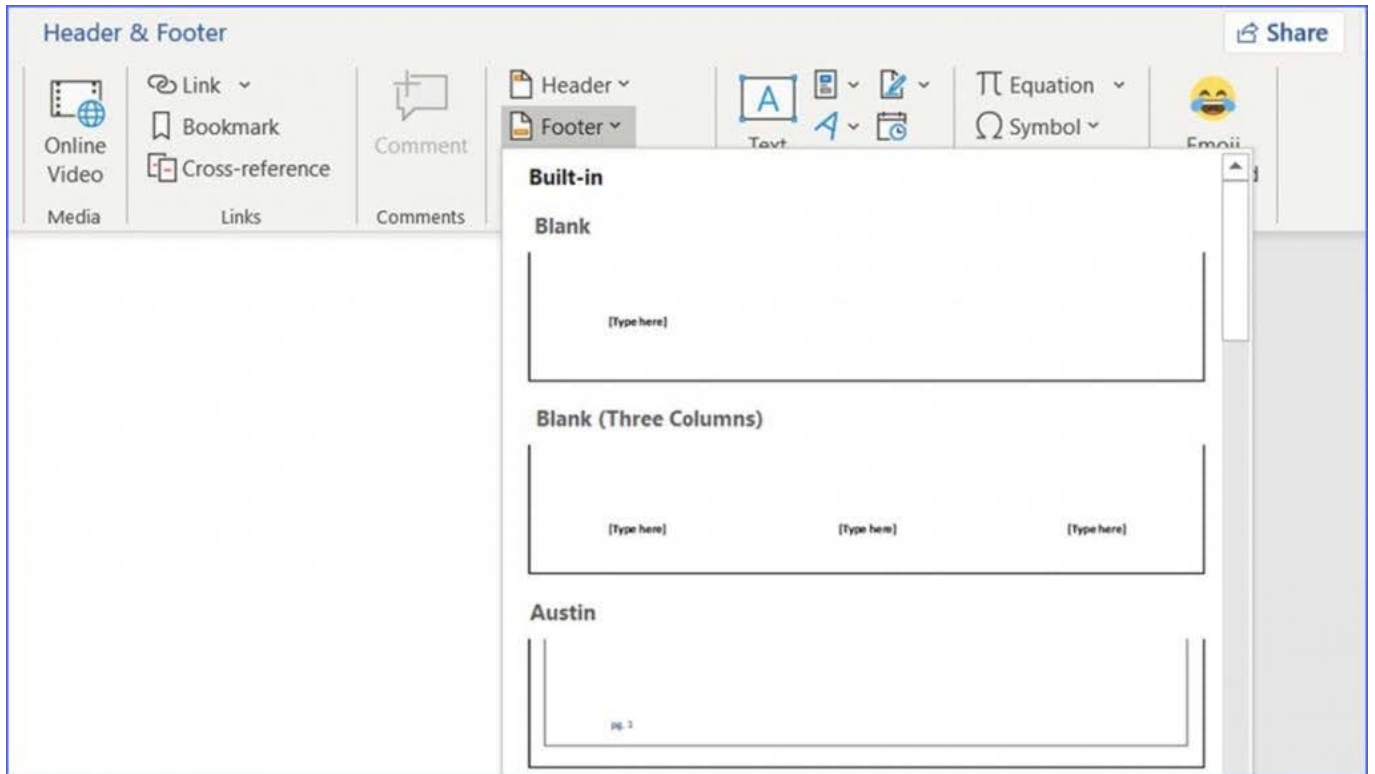D. PlaceHolder

Correct Answer: A

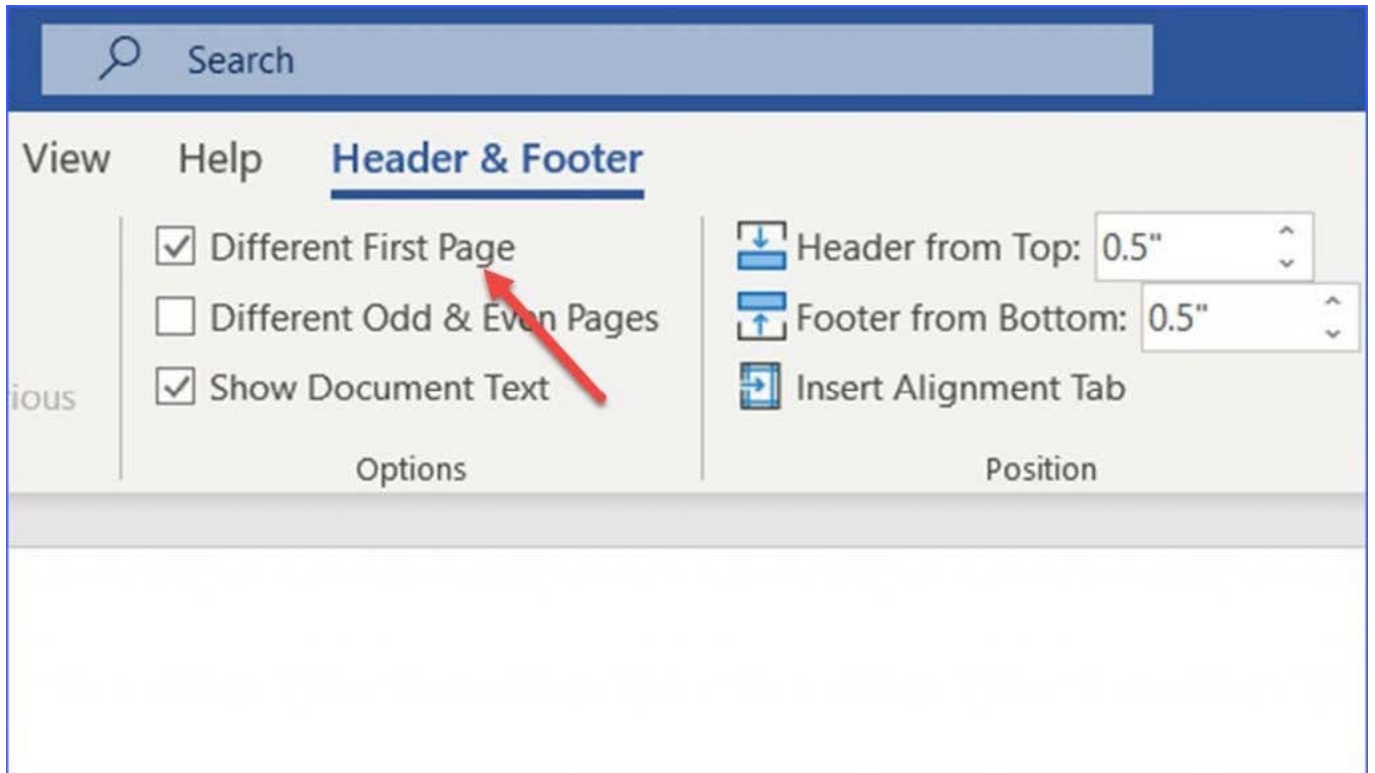Step 1: Click the "Insert" tab from the Ribbon;

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 3

Accept all tracked insertion and deletions, Reject all formatting changes.

A. See the Solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Make sure the Review tab of the ribbon is displayed.

Click the Show Markup tool (in the Tracking group). ...

Clear all the checkmarks, except the Formatting checkmark. ...

Click the down-arrow under the Accept tool (in the Changes group). ...

Choose Accept All Changes Shown.

QUESTION 4

You work for Tailspin Toys. You are creating an internal product announcement and training document. In the file properties , add ''animals'' as a category

A. See the Solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

1.

Click the File tab.

2.

Click Info.

3.

Click Properties at the top of the page, and then select Advanced Properties.

4.

Click the Custom tab.

5.

Click OK.

QUESTION 5

In the "Banking Fees" section, convert the tab-delimited text to a two-column table. Accept the default AutoFit behavior.
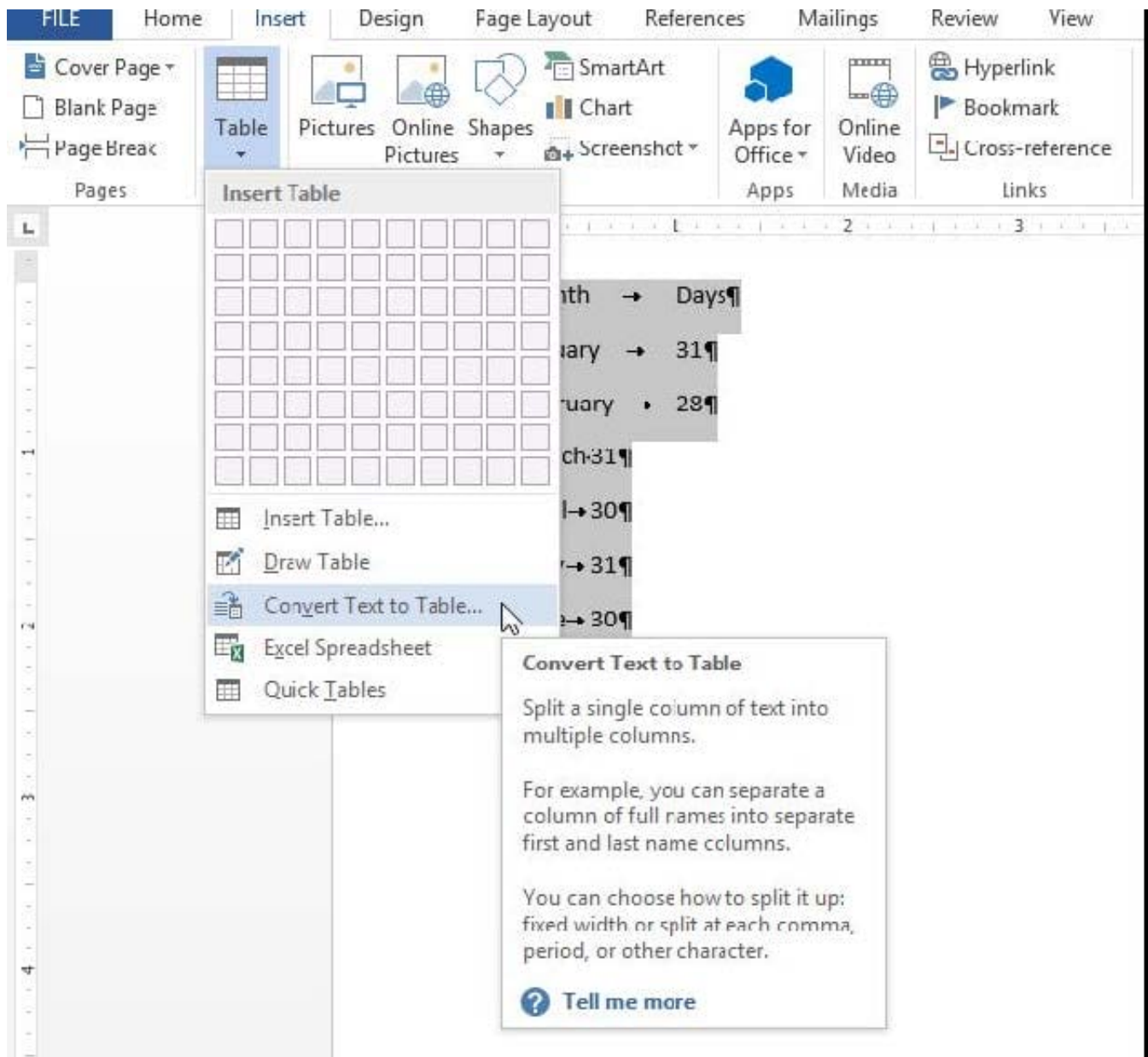
A. See the Solution below.
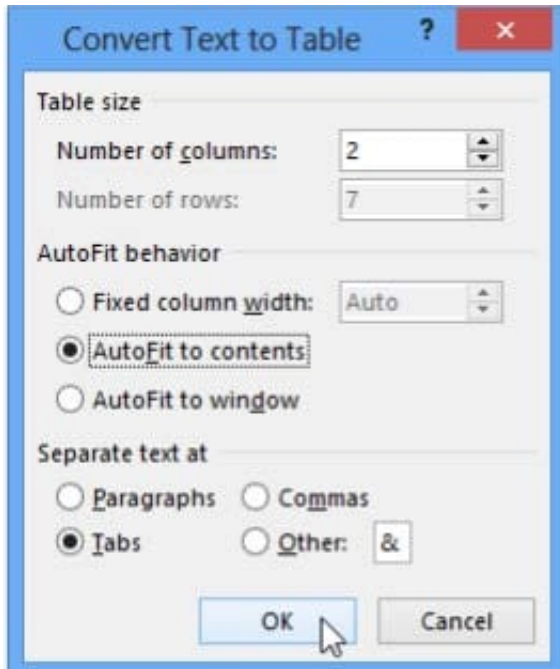
B. PlaceHolder

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.

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