MO-100 ^{Q&As}

Microsoft Word (Word and Word 2019)

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QUESTION 1

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.

QUESTION 2

Set the line spacing to 1.4 lines for the entire document.

A. See the solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

1.

Select the paragraphs you want to change.

2.

Go to Home > Line and Paragraph Spacing.

3.

Choose the number of line spaces you want or select Line Spacing Options, and then select the options you want under Spacing.

QUESTION 3

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 4

At the end of the documents, change the line spacing of the last two paragraphs to exactly 14 pt.

A. Check the solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Select Last two paragraphs to update. ...

Go to Home > Line and Paragraph Spacing.

Select Line Spacing Options and choose an option in the Line spacing box.

Adjust the Before and After settings to change spacing between paragraphs.

Select OK.

QUESTION 5

In the " Fill Material" section, resize the table so that each column is "2.2" (\\'5.59 cm") wide.

A. See the Solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Select your table.

On the Layout tab, in the Cell Size group, Resize column "2.2" wide.

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