

MO-100^{Q&As}

Microsoft Word (Word and Word 2019)

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QUESTION 1

In the "Basic dinosaur facts" section, apply the Pencil Sketch artistic effect to the fossil picture.

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

Correct Answer: A

1.

Select the picture.

2.

Select Picture Tools > Format and select Artistic Effects.

3.

Hover over the options to preview them and select the one you want.

QUESTION 2

In the "Making moments last forever1" section, convert the five paragraphs starting with "Corporate events" to a bulleted list.

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

Correct Answer: A

Select the text you want to change into a list. Go to Home> Bullets or Home> Numbering.

QUESTION 3

In the "Event Package" section, insert a footnote to the right of the heading. Enter the footnote text "Includes digital files."

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

C. Placeholder

D. Placeholder

Correct Answer: A

Click where you want to reference to the footnote or endnote.

On the References tab, select Insert Footnote or Insert Endnote.

Enter what you want in the footnote or endnote.

Return to your place in the document by double-clicking the number or symbol at the beginning of the note.

QUESTION 4

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.

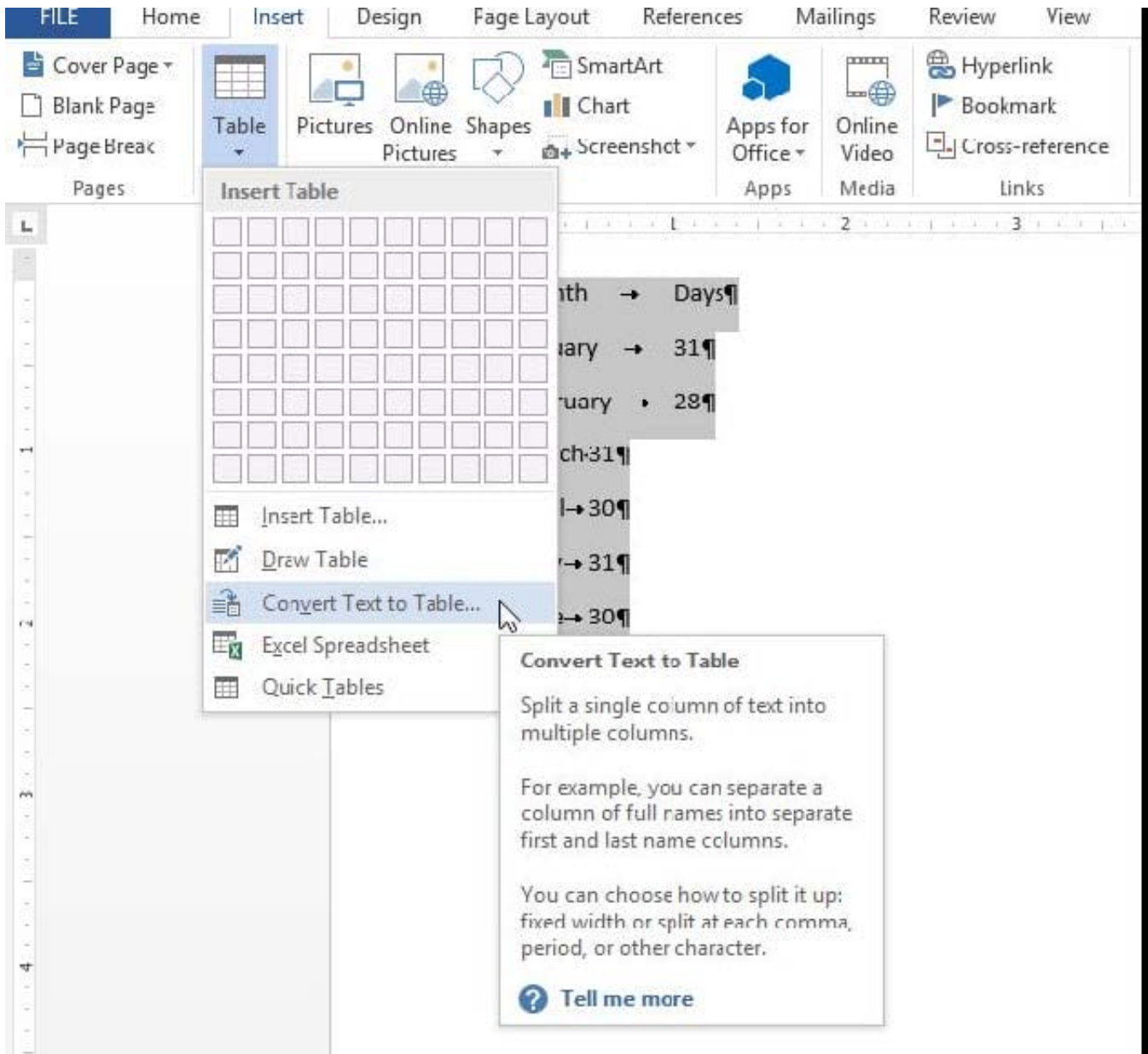
B. Placeholder

C. Placeholder

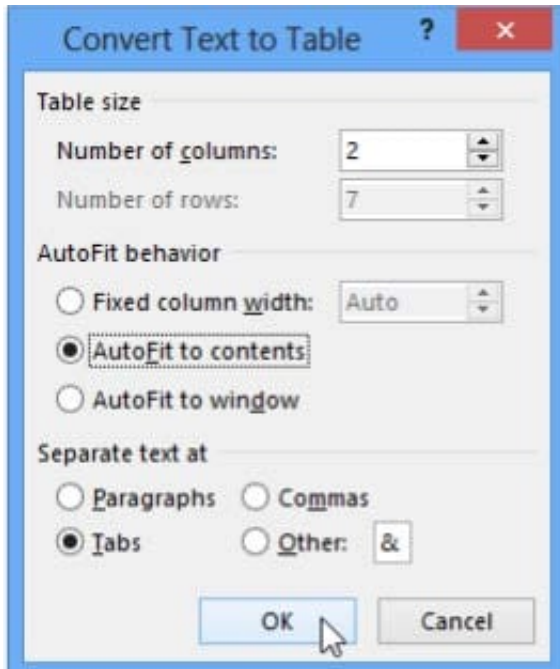
D. Placeholder

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.

**QUESTION 5**

In the "Kids love dinosaurs" section, copy the formatting of the first paragraph and apply it to the second paragraph.

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

Correct Answer: A

On the Home tab, in the Clipboard group, click Copy Formatting. Select the paragraph(s)

where you want to replace the formatting. On the Home tab, in the Clipboard group, click Paste, or use the keyboard shortcut Ctrl+V.

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