MO-100^{Q&As}

Microsoft Word (Word and Word 2019)

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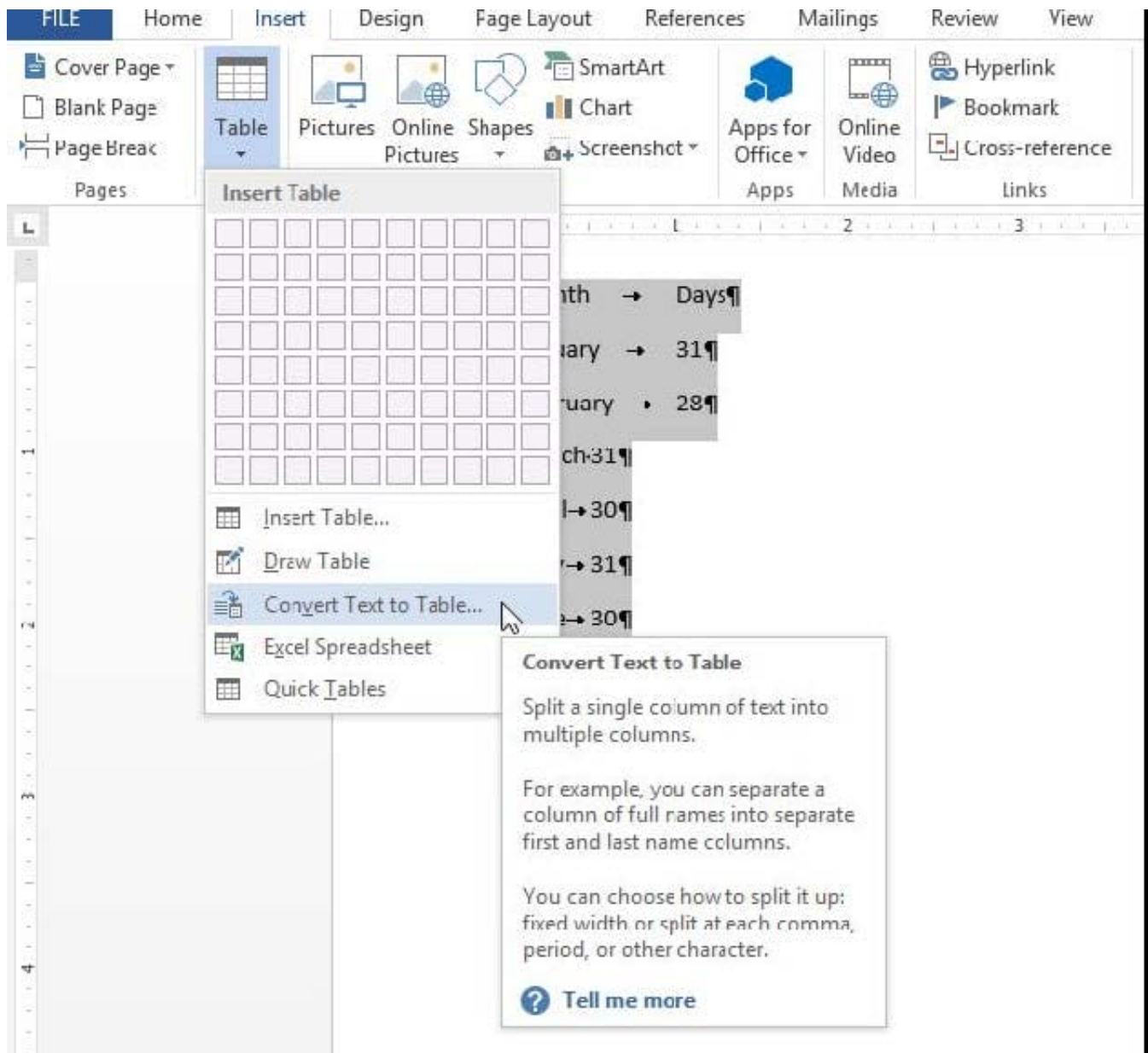⚙ **365 Days** Free Update

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QUESTION 1

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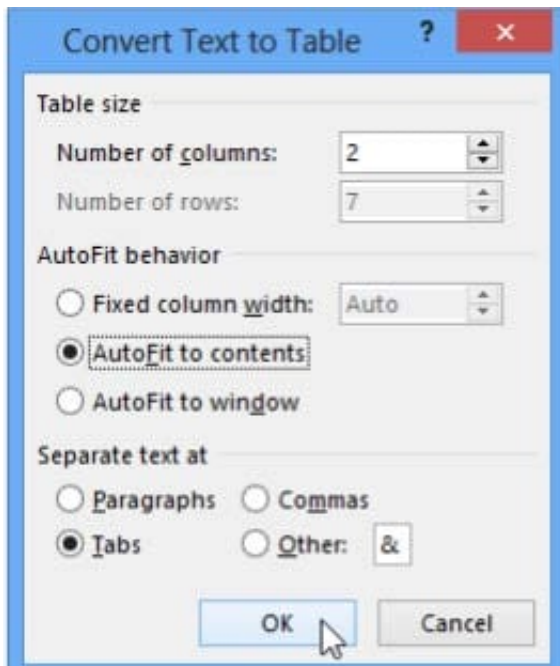
A. See the Solution below.

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.
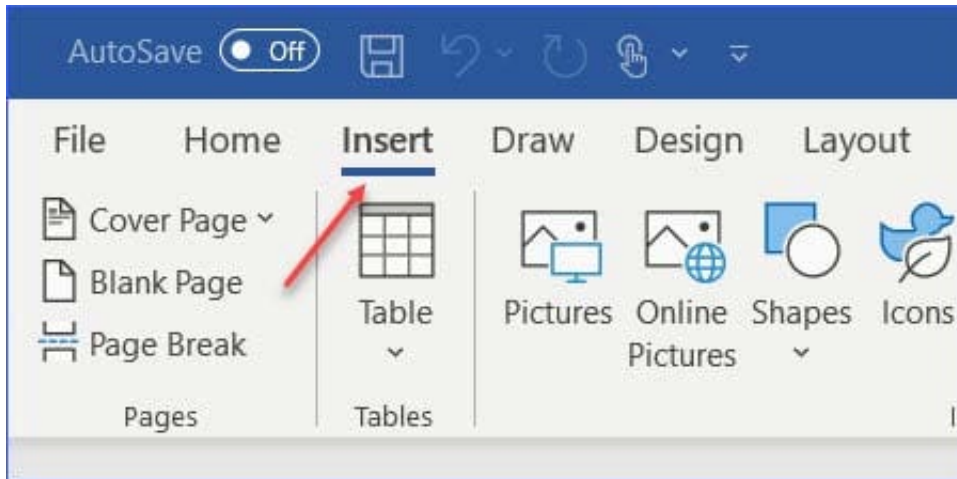

QUESTION 2

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

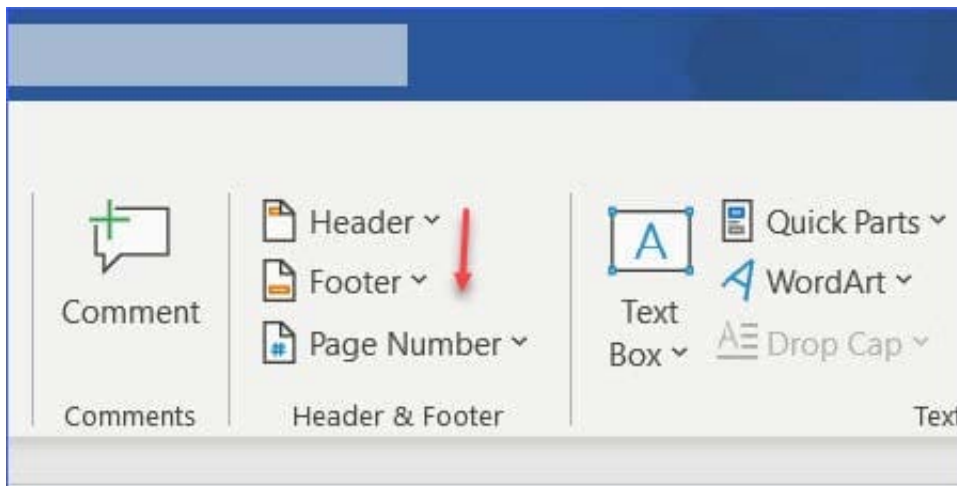Display the Integral header on all pages of the documents except page 1.

A. See the solution below.

B. PlaceHolder

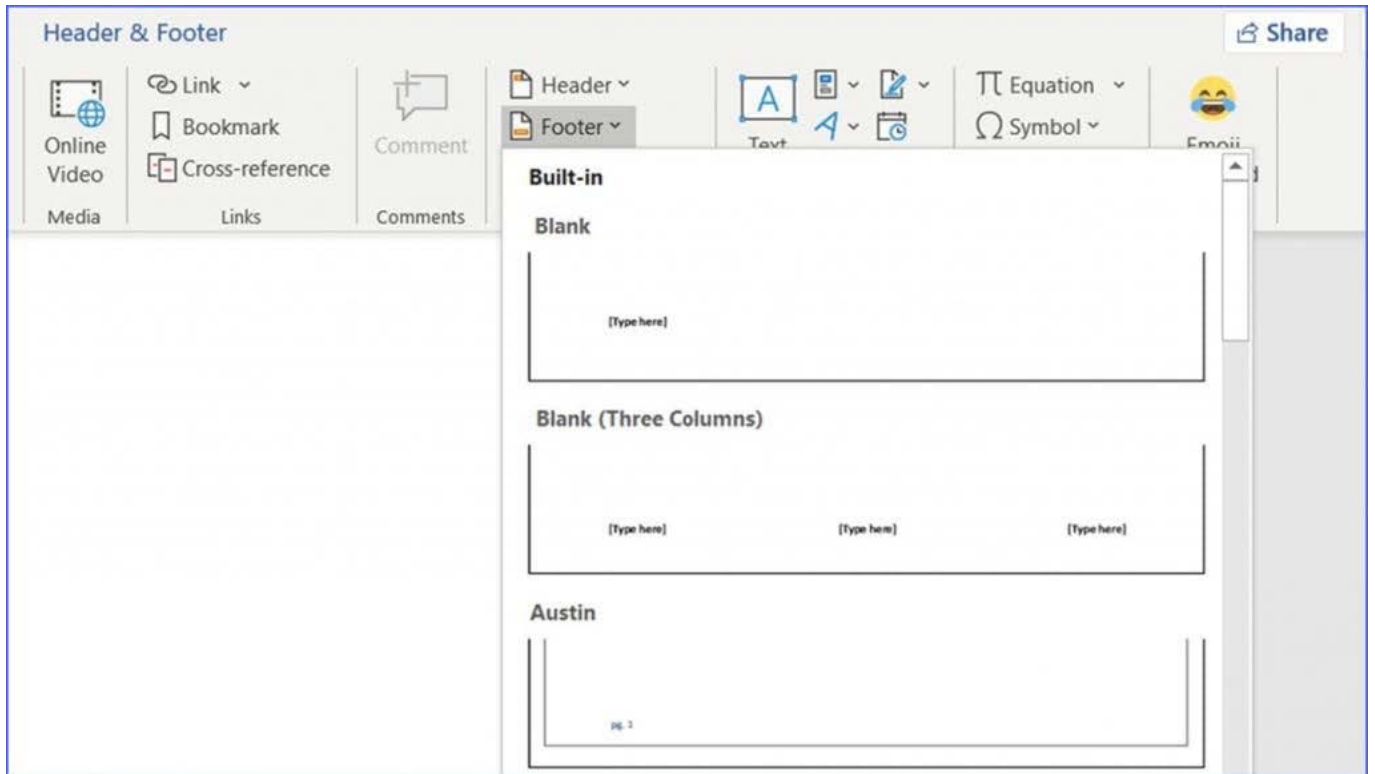C. PlaceHolder

D. PlaceHolder

Correct Answer: A
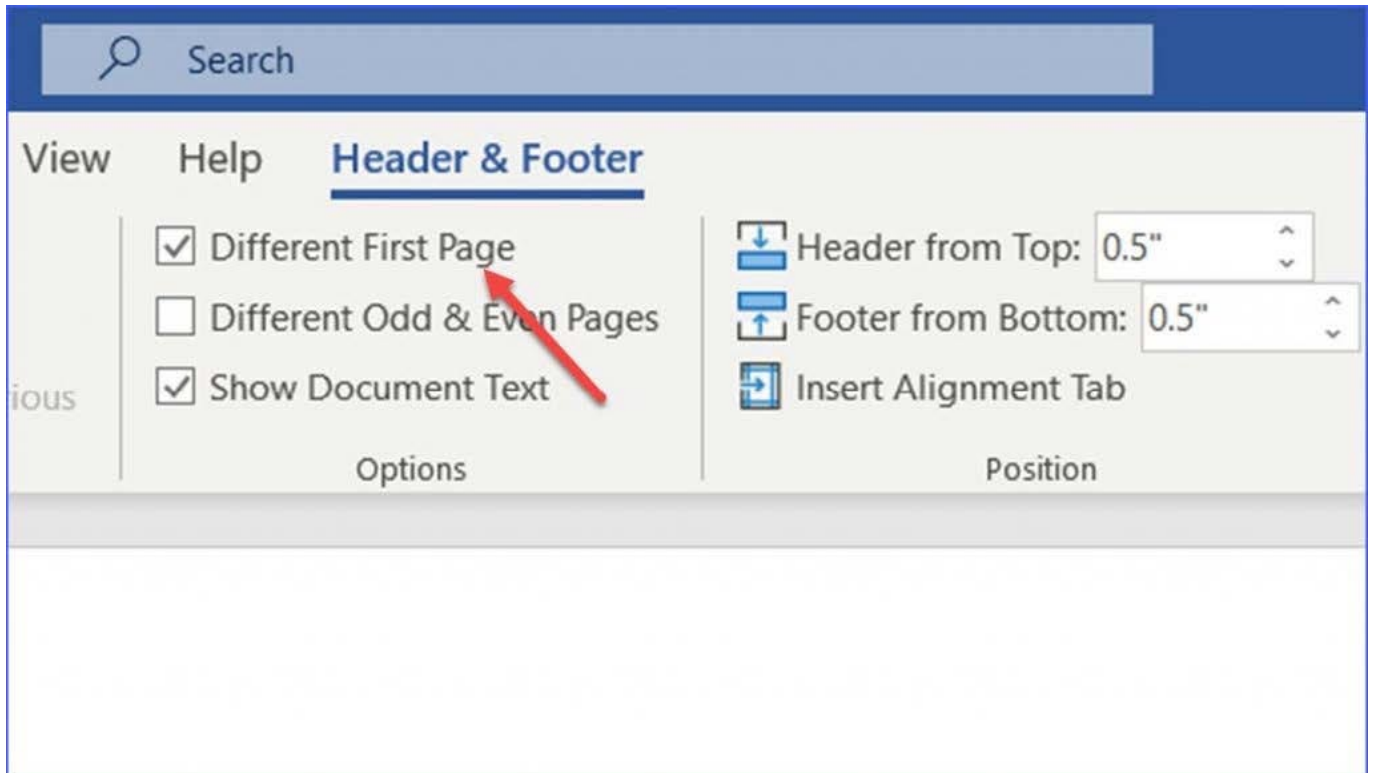
Step 1: Click the "Insert" tab from the Ribbon;

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

In the " Description" section, use the 3D Models feature to insert the PillPack model from the 3D objects folder into the blank paragraph. Position the model in Line with Text.

A. See the Solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

On the Insert tab, in the Illustrations group, click 3D Models > From a File.

Navigate to where your 3D object is, select it and click Insert.

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

Change the orientation of only page 3 to Landscape.

A. See the Solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

1.

Place your cursor at the very beginning of the page that you would like to flip to landscape. (...

2.

Select "Layout" or "Page Layout" > "Breaks" > "Next Page" to create a section.

3.

Select the "Page Layout" tab and select "Orientation" > "Landscape".

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