

MO-101^{Q&As}

Microsoft Word Expert (Word and Word 2019)

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QUESTION 1

Save the design elements in the documents as a custom theme named "LabTheme". Save the theme file in the default location.

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

Correct Answer: A

Click File > Open.

Double-click This PC. (In Word 2013, double-click Computer).

Browse to the Custom Office Templates folder that's under My Documents.

Click your template, and click Open.

Make the changes you want, then save and close the template.

QUESTION 2

To the right of "Figure 1". select the paragraph that begins "Bellows College students".

Configure the pagination options so that all lines of the paragraph will always stay together on the same page.

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

Correct Answer: A

You can keep all lines of a paragraph together on a page or in a column so that the paragraph is not split between two pages.

Select the lines that you want to keep together.

On the Format menu, click Paragraph, and then click the Line and Page Breaks tab.

Select the Keep lines together check box.

QUESTION 3

Configure the Hyphenation settings to hyphenate the document automatically. Configure line numbering to start at the top of each page.

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

Correct Answer: A

On the Tools menu, click Hyphenation.

Select the Automatically hyphenate document check box.

In the Hyphenation zone box, enter the amount of space to leave between the end of the last word in a line and the right margin.

QUESTION 4

This project has only one task.

Configure the document to force the tracking of changes. Require the entry of the password "789" to stop tracking changes.

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

Correct Answer: A

On the Review tab, go to Tracking and select Track Changes. Track Changes in the Tracking panel

QUESTION 5

Create a character style named "Warning" that applies the Arial Black font and Color Dark Red (from the Standard Color palette).

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

Correct Answer: A

On the Page Layout tab in Excel or the Design tab in Word, click Colors, and then click Customize Colors.

Click the button next to the theme color you want to change (for example, Accent 1 or Hyperlink), and then pick a color under Theme Colors.



Change a theme color

To create your own color, click More Colors, and then pick a color on the Standard tab, or enter numbers or select a color on the Custom tab.

1.

In the Sample pane, preview the changes that you made.

2.

Repeat this for all the colors you want to change.

3.

In the Name box, type a name for the new theme colors, and click Save.

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