

MO-101^{Q&As}

Microsoft Word Expert (Word and Word 2019)

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QUESTION 1

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 2

At the bottom of the page, insert a Date Picker control to the right of the text "Date".

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

Correct Answer: A

In the Word Options dialog box, please (1) click Customize Ribbon in the left bar, (2) check Developer in the right box, and (3) click the OK button. ...

Click Developer > Date Picker Content Control

Then the Date Picker is inserted into the document.

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

in the document footer configure the FileName field to display the file path in front of the file name. Note: Modify the field property. Do not add another field.

A. See the steps below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

Open Microsoft Word.

Click the "Insert" tab.

From the "Header and Footer" group, click [Header] or [Footer].

From the drop-down menu, choose a Header or Footer style.

Return to the "Insert" tab.

From the "Text" group, click [Quick Parts] > Select "Field..."

Under "Field names," select "FileName."

In the "Field properties" section, select a format.

In the "Field options" section, check "Add path to filename." The file name will now appear in the header or footer.

QUESTION 5

You are creating a newsletter for Alpine Ski House.

Copy only the Title style from the AlpineStyle template in the Documents folder into the current document Overwrite the existing style to change the appearance of the document title.

Note: Copy the style the template to the document. Do not attach the template to the documents.

A. See the steps below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

Click the Home tab.

Open the Styles pane.

Click the Manage Styles button.

Click Import/Export.

Select a style.

Click the Copy button.

The style is copied to the selected template or document.

Click Close.

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