

## MO-101<sup>Q&As</sup>

Microsoft Word Expert (Word and Word 2019)

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**QUESTION 1**

You are creating a donor appreciation document for a college.

Use a Word feature to replace all nonbreaking spaces in the document with regular spaces.

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

Correct Answer: A

Press Ctrl+H to display the Replace tab of the Find and Replace dialog box. (See Figure 1.)

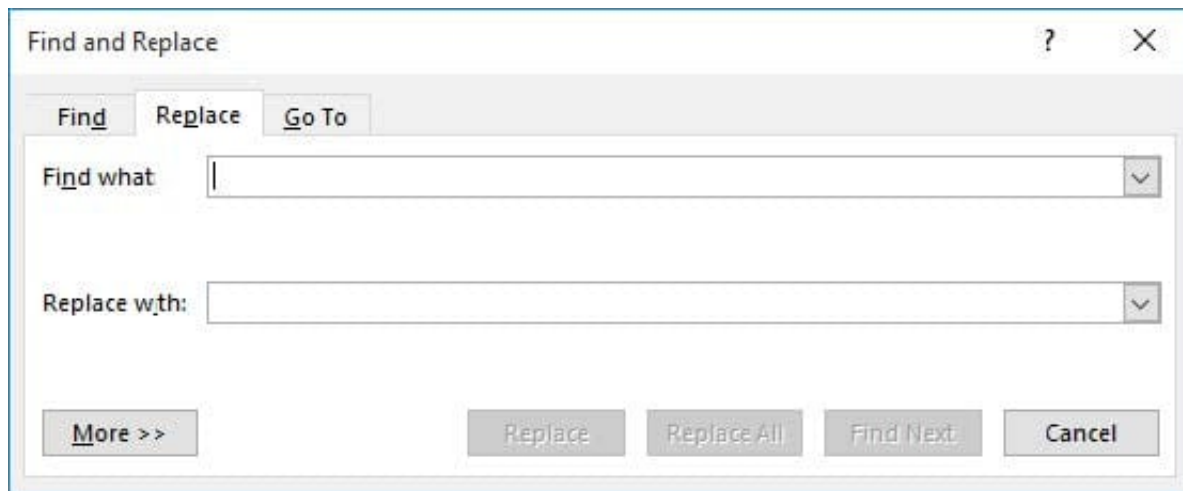


Figure 1. The Replace tab of the Find and Replace dialog box.

In the Find What box, enter "^-" (without the quote marks). That is a carat character (Shift+6) followed by a dash.

In the Replace With box, enter "^s" (again, without the quote marks). That is a carat character followed by a lowercase "s."

Click on Replace All.

Close the Find and Replace dialog box.

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**QUESTION 2**

in the \\' Index section, update the index to include all marked index entries in the document.

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

C. Placeholder

D. Placeholder

Correct Answer: A

To update the index, click the index, and then press F9. Or click Update Index in the Index group on the References tab.

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### QUESTION 3

You are creating a brochure for potential clients of VanArshdel, Ltd.

In the "Team Building" section, set the proofing language for the word "expeditions" to French (France).

A. See the steps below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

1.

Select the Home tab in the ribbon.

2.

Select the dialog box launcher in the Styles group.

3.

Select the Options button in the Styles task pane.

4.

Select All styles in the Select styles to show drop-down menu in the Style Pane Options dialog box.

5.

Select the OK button to close the Style Pane Options dialog box.

6.

Scroll to Comment Text in the Styles task pane; hold your cursor over Comment Text to reveal the options arrow.

7.

Select the options arrow and then select Modify from the drop-down menu.

8.

Select the Format button in the Modify Style dialog box.

9.

Select Language in the drop-down menu.

10.

Select English (or another preferred language) in the Mark selected text as drop-down menu in the Language dialog box.

11.

Uncheck Do not check spelling or grammar to ensure that Word will include your comments in spelling and grammar checks.

12.

Select the OK button to close the Language dialog box.

13.

Select the OK button to close the Modify Style dialog box.

14.

Save, close, and then reopen the document to activate your new comment review settings.

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#### 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.

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## QUESTION 5

Save the styles in the document as a style set named Wells". Save the style set file in the default location.

A. See the steps below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

Select the whole document.

Then click "Home".

Next, click "Change Styles".

On the drop-down menu, choose "Style Set" option.

Click "Save as Quick Style Set"

Now, the "Save as Quick Style Set" window will pop up. Type the file name in text box.

Click "Save"

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