MO-101 ^{Q&As}

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Microsoft Word Expert (Word and Word 2019)

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QUESTION 1

Mark an index entry for the "ABOUT US\\' heading immediately after the text.

A. See the steps below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

These steps show you how to mark words or phrases for your index, but you can also Mark index entries for text that spans a range of pages.

Select the text you'd like to use as an index entry, or just click where you want to insert the entry.

On the References tab, in the Index group, click Mark Entry.Mark entry

You can edit the text in the Mark Index Entry dialog box.Mark Index Entry dialog box

Click Mark to mark the index entry. To mark this text everywhere it shows up in the document, click Mark All.

To mark additional index entries, select the text, click in the Mark Index Entry dialog box, and then repeat steps 3 and 4.

QUESTION 2

Display the caption \\'Figure 2 Patricia Doyle and friend\\'\\' below the second photo in the document. Note: Word automatically adds the text Figure 2.

A. See the steps below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Select the object (table, equation, figure, or another object) that you want to add a caption to.

On the References tab, in the Captions group, click Insert Caption.

In the Label list, select the label that best describes the object, such as a figure or equation.

QUESTION 3

In the \\'Our Team" section, select the first instance of \\'Team Builder and record a macro named \\\'Role\\'\\' that applies bold and italic formatting of the selected text. Then stop recording. Store the macro in the current document.

A. See the steps below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Select the View tab, then click Macros > Record Macro.

B. In the Record Macro dialog box, enter a macro name and description. Follow these rules for the name:

Macro names must begin with a letter and use either letters or numerals. You cannot use spaces, non-alphanumeric characters, or periods.

Macro names can be 80 characters maximum

Macro names cannot conflict with the program\\'s reserved commands or keywords such as Print, Save, Copy, Paste.

Descriptions are just notes that summarize the macro\\'s function.

C. For the Store Macro In field, choose All Documents to run this macro in all of your Word documents, or select the current document (displayed by filename) to use this macro in the current document only. Click OK.

D. Next, in the Assign Macro To panel, click Button or Keyboard (shortcut) for the method used to access and run the macro.

QUESTION 4

This project has only one task.

Select the "Bellows College\\' and \\'Department of Chemistry" paragraphs. Save the selected text as a Quick Part named Chemistry header. Save the Quick Part in the Bellows template, in a custom category named \\'Departments'\\'.

A. See the steps below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Select the phrase, sentence, or other portion of your document that you want to save to the gallery.

On the Insert tab, in the Text group, click Quick Parts, and then click Save

Selection to Quick Part Gallery, change the name and add a description if you like, and click OK.

Note: To save a selection as AutoText, on the Insert tab, in the Text group, click Quick

Parts > AutoText > Save Selection to AutoText Gallery.

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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