MO-101^Q&As

Microsoft Word Expert (Word and Word 2019)

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QUESTION 1

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.

QUESTION 2

This project has only one task.

Combine the current document with the DonaitionLetter2 document from the Documents folder. Show the changes in the original document.

Do not accept or reject the tracked changes.

Note: Use Donationletter as the original document and DonationLelter2 as the revised document.

A. See the steps below.

B. PlaceHolder
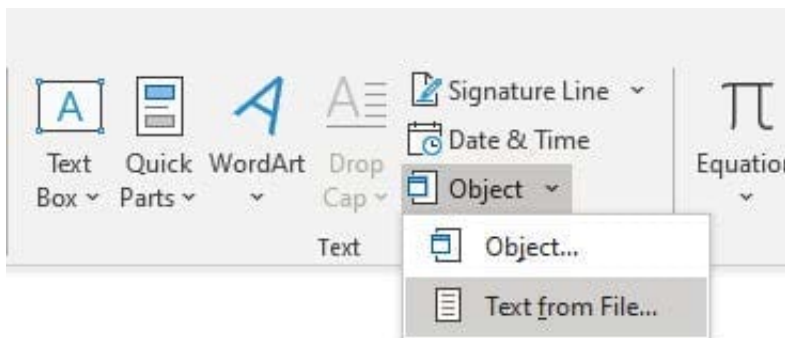
C. PlaceHolder

D. PlaceHolder

Correct Answer: A

If you have to combine separate Microsoft Word documents, you can copy and paste them together if they\\'re short, or merge them if they\\'re long.

Select the Insert tab.
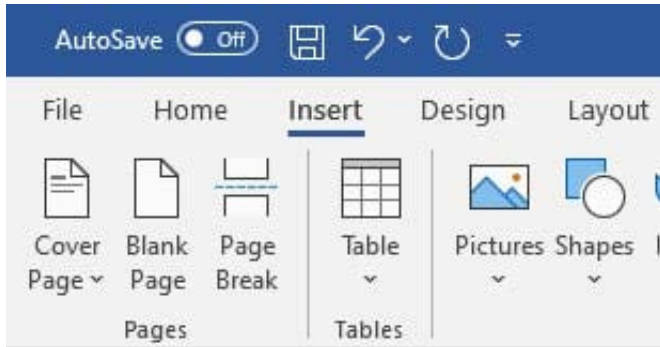
Screenshot of the Insert tab

Select Object, and then select Text from File from the drop-down menu.

Screenshot of the Text from File option.

Select the files to be merged into the current document. Press and hold Ctrl to select more than one document.

QUESTION 3

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 4

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 5

You are creating a newsletter tor Adventure Works Cycles to promote an outdoor adventure club. Change the style of all

content that is formatted with the Emphasis style to the Intense Emphasis style.

A. See the steps below:

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

From the Design tab, click the More drop-down arrow in the Document Formatting group.

Choose the desired style set from the drop-down menu.

The selected style set will be applied to your entire document.

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