

## MO-100<sup>Q&As</sup>

Microsoft Word (Word and Word 2019)

### Pass Microsoft MO-100 Exam with 100% Guarantee

Free Download Real Questions & Answers **PDF** and **VCE** file from:

<https://www.leads4pass.com/mo-100.html>

100% Passing Guarantee  
100% Money Back Assurance

Following Questions and Answers are all new published by Microsoft  
Official Exam Center

-  **Instant Download** After Purchase
-  **100% Money Back** Guarantee
-  **365 Days** Free Update
-  **800,000+** Satisfied Customers



**QUESTION 1**

Inspect the document and remove all headers, footers, and watermarks that are found, Do not remove other information.

- A. Check the solution below.
- B. Placeholder
- C. Placeholder
- D. Placeholder

Correct Answer: A

From the Info pane, click on Check for Issues and then select Inspect Document from the pop-up menu. When the Document Inspector dialog box appears, uncheck all boxes except Headers, Footers, and Watermarks. Click on Inspect.

Simply click on Remove All to delete all headers, footers and watermarks in your document

---

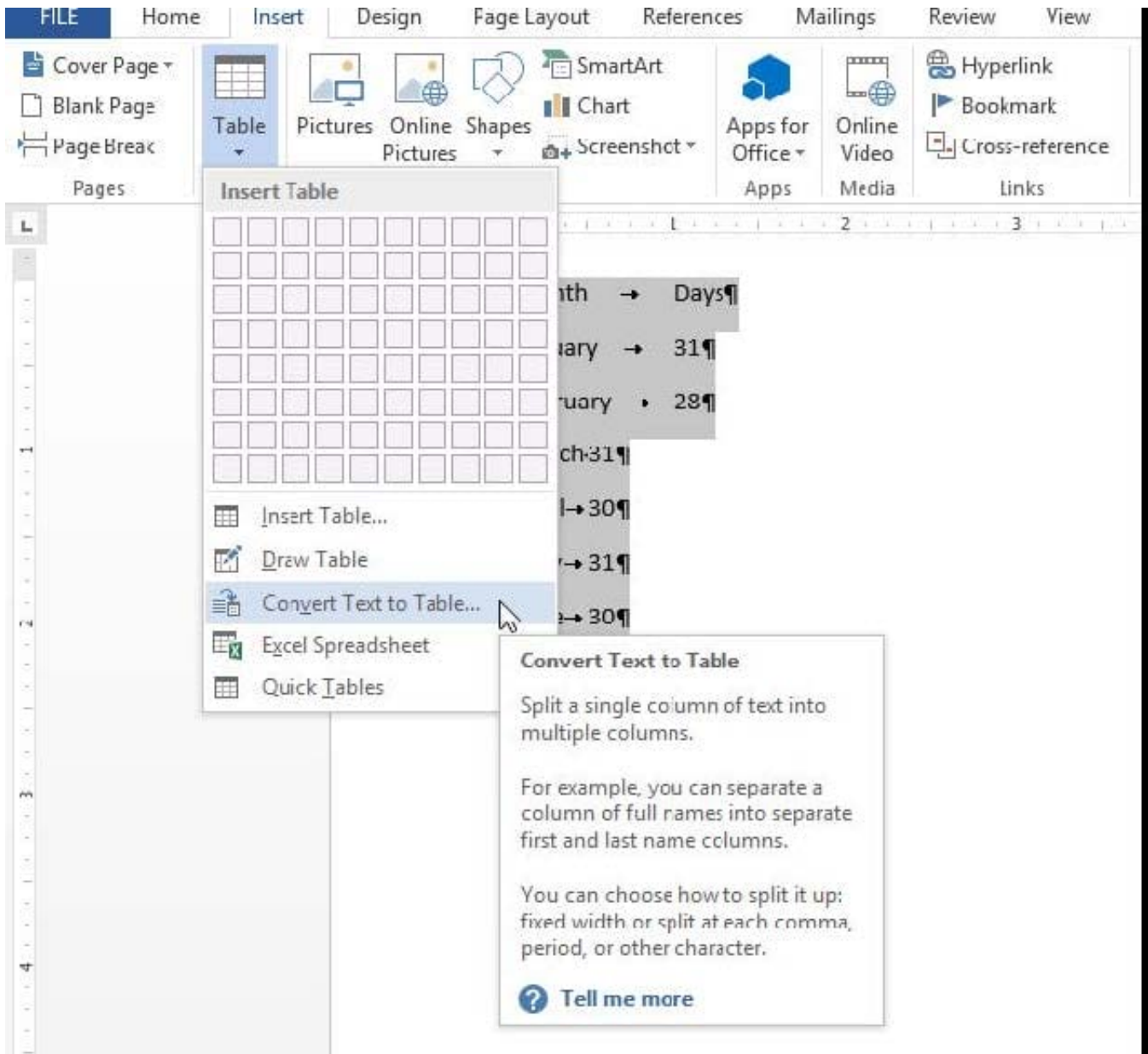
**QUESTION 2**

In the "Banking Fees" section, convert the tab-delimited text to a two-column table. Accept the default AutoFit behavior.

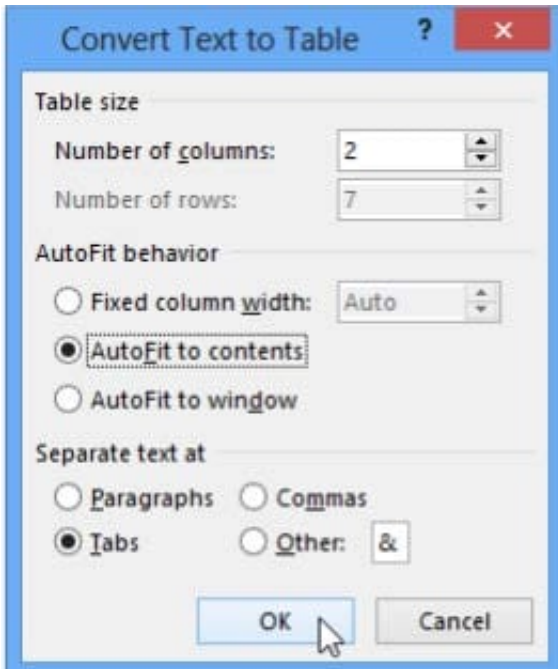
- A. See the Solution below.
- B. Placeholder
- C. Placeholder
- D. Placeholder

Correct Answer: A

Click the Insert tab and click Table in the Table section. Select Convert Text to Table from the drop-down menu.



On the Convert Text to Table dialog box, the Number of columns should already be set to 2 if you have only one tab between each item on each line. The Number of rows is automatically calculated.



### QUESTION 3

In the "Overview" section, apply the Soft Round bevel shape effect to the SmartArt graphic. (Be sure to select the entire SmartArt graphic.)

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

Correct Answer: A

To create a new line of bulleted text in the Text pane, press Enter. To indent a line in the Text pane, select the line that you want to indent, and then under SmartArt Tools, on the Design tab, click Demote. To negatively indent a line, click

Promote. You can also press Tab to indent or Shift+Tab to negatively indent from within the Text pane.

If you don't see the SmartArt Tools or Design tabs, double-click the SmartArt graphic.

### QUESTION 4

In the "More dinosaurs facts" section, change the list level for "Velociraptor" to Level 3.

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

C. Placeholder

D. Placeholder

Correct Answer: A

1.

Place your cursor within the list item you wish to change to a different level.

2.

Under the "Home" tab, locate the "Paragraph" group > Click the [Numbering] or [Bullets] icon.

3.

Within the drop-down menu, click "Change List Level" > Click the level of organization you would like to apply to the selected list item.

---

## QUESTION 5

You work for Woodgrove Bank. You are preparing a brochure that explains U.S bank account options for international student. Find the word "automatic" and delete it from the document.

A. See the Solution below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

Use Ctrl+F key to and find word "automatic" Once find and highlighted, delete it by using delete key.

---

## QUESTION 6

In the " Manufacturing Process" section, assign the alt text description "Process flow" to the SmartArt graphic, (Be sure to select the entire SmartArt graphic.)

A. See the Solution below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

To add alt text in Word, open your document and select the object to which you want to add the alternative text.

---

## QUESTION 7

In the "Geologic eras" section, sort the table data by "Geologic period" (Ascending) and then by "Dinosaur" (Ascending).

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

Correct Answer: A

Select a cell within the data.

Select Home > Sort and Filter. Or, select Data > Sort.

Select an option: Sort A to Z - sorts the selected column in an ascending order. Sort Z to A - sorts the selected column in a descending order.

---

## QUESTION 8

In the "Description" section, Insert a new placeholder citation with the name "Manufacturing1" at the end of the second paragraph after the heading.

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

Correct Answer: A

To add a citation placeholder in Word, place your cursor at the point in your document where you want to insert the citation placeholder. Then click the "References" tab in the Ribbon. Then click the "Insert Citation" drop-down button in

the "Citations and Bibliography"

---

## QUESTION 9

In the "Favorite dinosaurs" section, in the blank paragraph at the end of the page, use the 3D Model feature to insert the Triceratops from the 3D objects folder. Position the model in Line with Text.

- A. See the solution below.

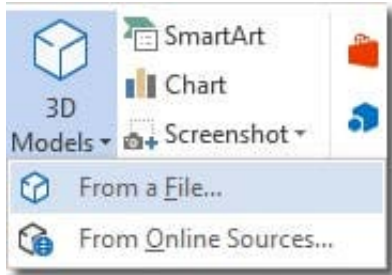
B. Placeholder

C. Placeholder

D. Placeholder

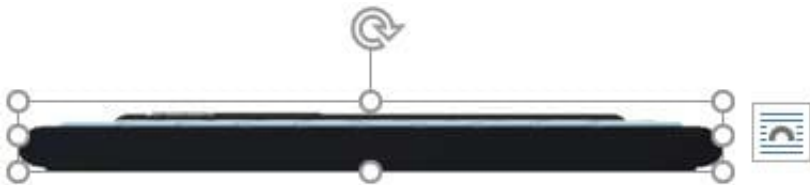
Correct Answer: A

On the Insert tab, in the Illustrations group, click 3D Models > From a File.



Insert A 3D Model

Navigate to where your 3D object is, select it and click Insert. Once inserted and still selected, you will see some handles with which to manipulate the object.



3D Handles

These handles look like the usual ones that allow you to resize and rotate an object.

However, if you hover your mouse roughly over the centre of the object, you should see the cursor change shape to indicate that you can rotate the model in 3D space. Like this:



#### Rotate 3D Model

Once you have rotated the model, the 3D rotate handle will appear in the centre of the object and using this will make it easier to rotate the object.

While the object is selected, you will see the 3D Model Tools contextual tab displayed in the ribbon.

#### QUESTION 10

In the "Event Package" section, insert a footnote to the right of the heading. Enter the footnote text "Includes digital files."

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

Correct Answer: A

Click where you want to reference to the footnote or endnote.

On the References tab, select Insert Footnote or Insert Endnote.

Enter what you want in the footnote or endnote.

Return to your place in the document by double-clicking the number or symbol at the beginning of the note.