

MO-101^{Q&As}

Microsoft Word Expert (Word and Word 2019)

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QUESTION 1

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 2

This project has only one task.

Configure the document to force the tracking of changes. Require the entry of the password "789" to stop tracking changes.

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

Correct Answer: A

On the Review tab, go to Tracking and select Track Changes. Track Changes in the Tracking panel

QUESTION 3

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"

QUESTION 4

You are creating a newsletter for 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.

QUESTION 5

This project has only one task.

Combine the current document with the DonationLetter2 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 DonationLetter2 as the revised document.

A. See the steps below.

B. Placeholder

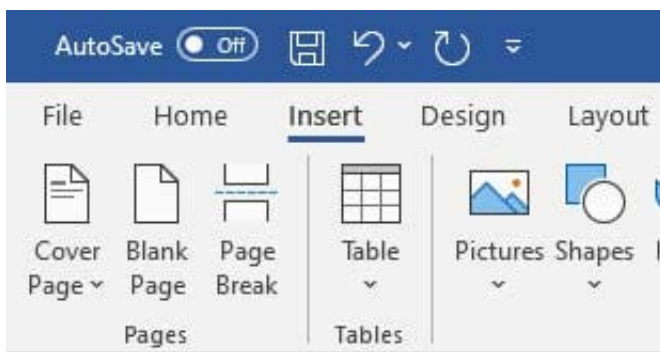
C. Placeholder

D. Placeholder

Correct Answer: A

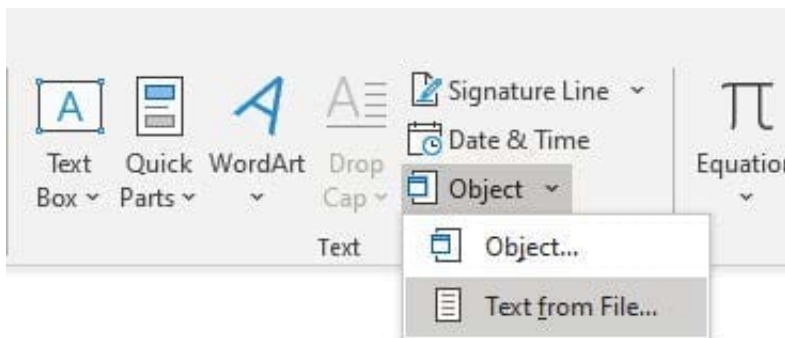
If you have to combine separate Microsoft Word documents, you can copy and paste them together if they're short, or merge them if they're long.

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.

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