

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

Microsoft Word Expert (Word and Word 2019)

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## QUESTION 1

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 2

Create a mail merge recipient list that contains one entry with the first name "Paula" and the last name "Bento". Save the list in the default folder as "Snowboarders". Leave the field structure of the recipient list intact.

A. See the steps below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

Click the Mailings tab.

Click the Start Mail Merge button.

Select Step-by-Step Mail Merge Wizard.

The Mail Merge pane appears on the right, ready to walk you through the mail merge.

Select a type of document to create.

Click Next: Starting document.

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## QUESTION 3

Configure formatting restrictions to allow users to apply only the Heading 1, Heading 2, Normal (Web), and Normal Indent styles. When prompted, answer No to retain all Styles currently in the document. Do not start enforcing protection, if you do, it will affect your ability to complete other tasks in this project.

A. See the steps below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

Select the File tab in the ribbon.

Select the Info tab in the Backstage view.

Select the Protect Document button.

Select Restrict Editing in the drop-down menu.

Check Limit formatting to a selection of styles in the Restrict Editing task pane.

Select the Settings link.

Check Limit formatting to a selection of styles in the Formatting Restrictions dialog box

Check or uncheck the individual styles you want to allow from the Formatting Restrictions dialog box. Or, select one of the preset option buttons:

Select the OK button

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## QUESTION 4

At the bottom of the page, insert a Date Picker control to the right of the text 'Date'.

A. See the steps below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

In the Word Options dialog box, please (1) click Customize Ribbon in the left bar, (2) check Developer in the right box, and (3) click the OK button. ...

Click Developer > Date Picker Content Control . ...

Then the Date Picker is inserted into the document.

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## QUESTION 5

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.

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