



MO-100^{Q&As}

Microsoft Word (Word and Word 2019)

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**QUESTION 1**

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 2

Accept all tracked insertion and deletions, Reject all formatting changes.

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

Correct Answer: A

Make sure the Review tab of the ribbon is displayed.

Click the Show Markup tool (in the Tracking group). ...

Clear all the checkmarks, except the Formatting checkmark. ...

Click the down-arrow under the Accept tool (in the Changes group). ...

Choose Accept All Changes Shown.

**QUESTION 3**

Apply the Intense Emphasis style to the paragraph after the picture.

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

Correct Answer: A

Select the text you want to format.

On the Home tab, point to a style to preview it.

Select a style.

QUESTION 4

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 5

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

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