



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

Microsoft Word (Word and Word 2019)

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**QUESTION 1**

In the "Depaning" section, insert a thermometer symbol before the phrase "The muffin tray will still be hot!". Use the Webdings font and character code "225" ( the thermometer symbol).

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

Correct Answer: A

You might want to insert a degree symbol when you write about temperatures or measurements in Word. You can do this by using the Symbol drop-down menu or the keyboard shortcut, Alt + 0176

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**QUESTION 2**

You work for Contoso Pharmaceuticals. You are creating a report that describes a new medicine.

Check the document for accessibility issues. Correct the table-related issue reporting in the inspection results by using the first recommended action.

Do not fix other reporting issues.

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

Correct Answer: A

Select File > Info.

Select the Check for Issues button.

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**QUESTION 3**

Use a Word feature to replace all instances of " Woodgrove Basic" with Woodgrove Plus":

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



C. Placeholder

D. Placeholder

Correct Answer: A

Go to Home > Replace or press Ctrl+H.

Enter the word "Woodgrove Basic" and Replace with "Woodgrove Plus"

#### QUESTION 4

You work for Fourth Coffee. You are finalizing a training manual for employees who will bake muffins for the coffee shop.

Display the Integral header on all pages of the documents except page 1.

A. See the solution below.

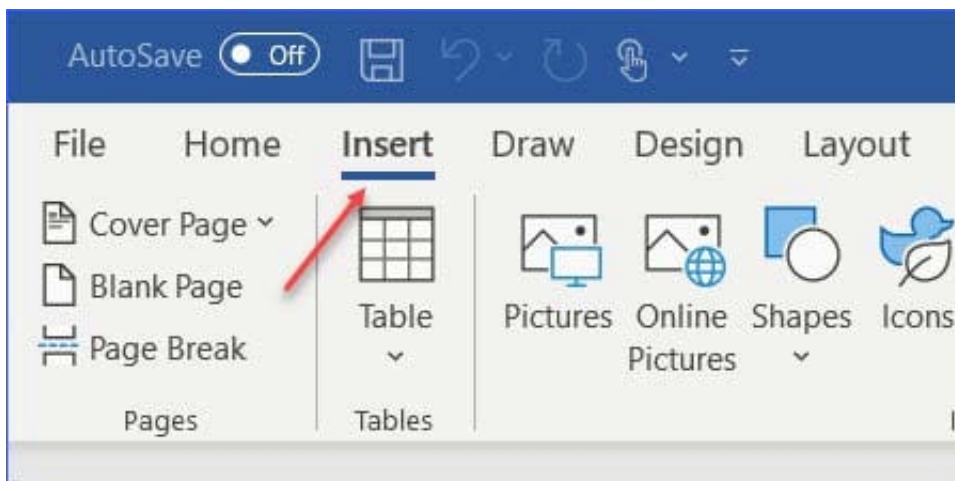
B. Placeholder

C. Placeholder

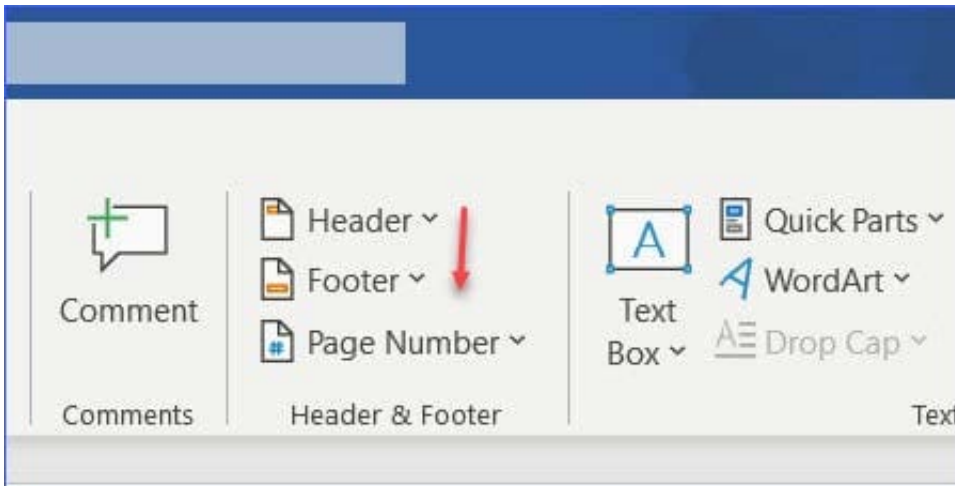
D. Placeholder

Correct Answer: A

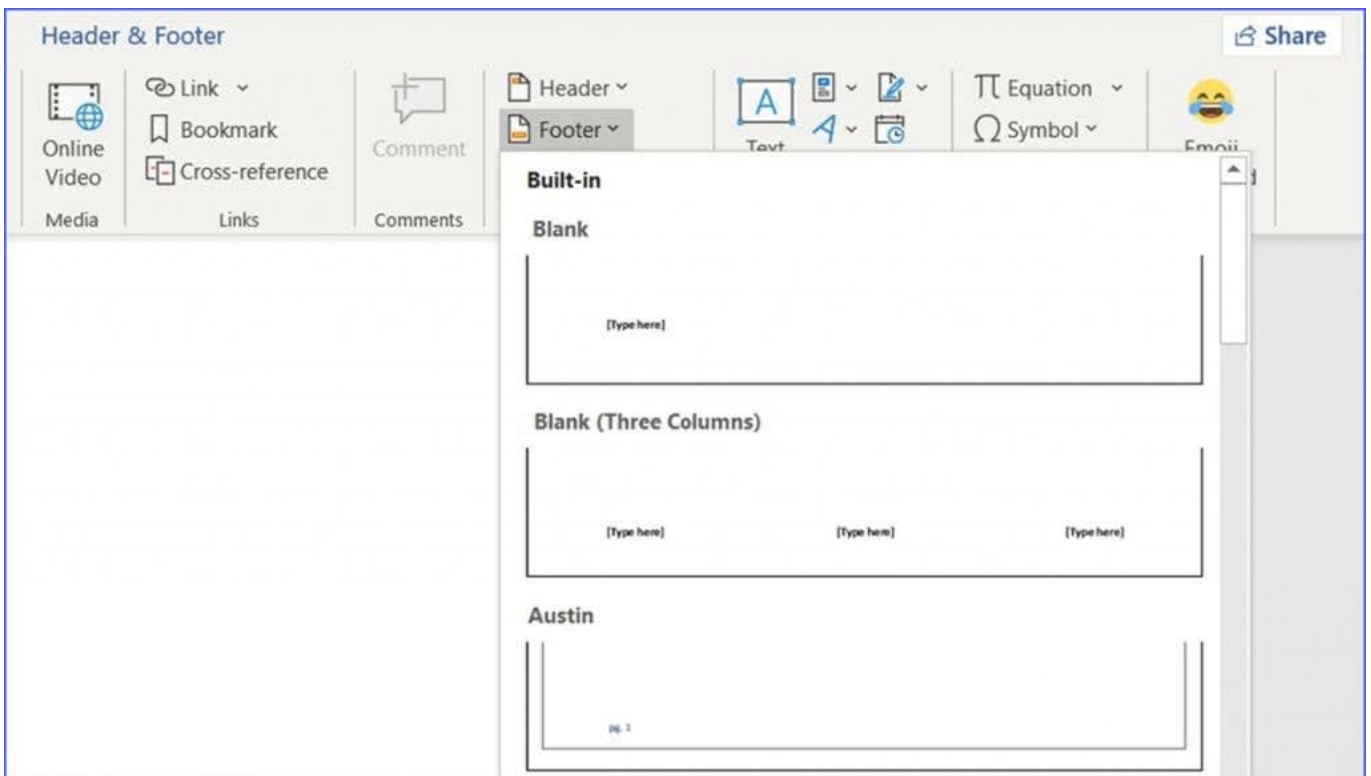
Step 1: Click the "Insert" tab from the Ribbon;



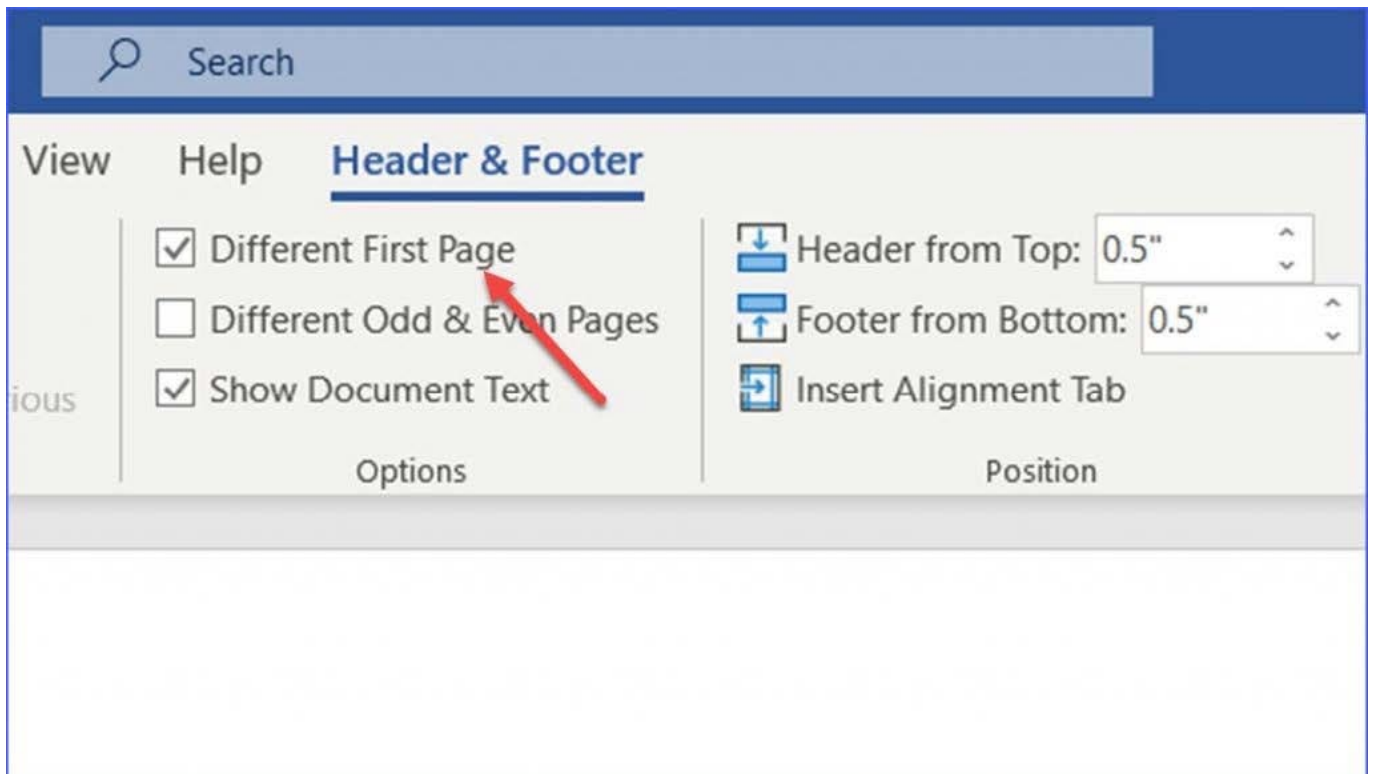
Step 2: Click the "Header" (or "Footer") command from the "HeaderandFooter" section;



Step 3: Select one style from the drop-down list (e.g., the Austin style);



Step 4: In the "Design" tab (or Header and Footer tab if Microsoft 365) from the ribbon, check the "Different First Page" command;



Now the header or footer on the first page is different from all other pages. You can delete the contents and formatting in the header or footer on the first page if you want to leave it empty.

#### QUESTION 5

You are preparing a brochure for Southridge Video. You plan to distribute the brochure electronically and in print. Apply the centered style set to the document.

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

Correct Answer: A

On the Design tab, point to one of the style sets in the Style Sets gallery in the Document Formatting group.

The new style set is previewed in your document's existing text.

Click the style set you want.

If you don't like any of the choices displayed, click the More button for the gallery to open the full gallery of choices. Notice that you can reset to the default style set from this gallery menu, or save the current settings as a new style set.