MO-100^{Q&As}

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.pass4itsure.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

In the " Fill Material" section, resize the table so that each column is "2.2" (\\'5.59 cm") wide.

A. See the Solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Select your table.

On the Layout tab, in the Cell Size group, Resize column "2.2" wide.

QUESTION 2

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 3

This project has only one task.

You have been assigned the task of keeping meeting, notes for your company\\'s Board of Directors.

Save a copy of the document as a Word 2019 template named "Notes" that is compatible with the latest Word features and does not support macros. Save the template file in the default location.

A. See the Solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

1.

Open the Word document that you want to inspect for hidden data and personal information.

2.

Click the File tab, click Save As, and then type a name in the File name box to save a copy of your original document.

3.

In the copy of your original document, click the File tab, and then click Info.

4.

Click Check for Issues, and then click Inspect Document.

5.

In the Document Inspector dialog box, select the check boxes to choose the types of hidden content that you want to be inspected.

6.

Click Inspect.

7.

Review the results of the inspection in the Document Inspector dialog box.

8.

Click Remove All next to the inspection results for the types of hidden content that you want to remove from your document

QUESTION 4

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 5

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.

[MO-100 PDF Dumps](#)   [MO-100 Practice Test](#)   [MO-100 Exam Questions](#)