



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

Microsoft Word (Word and Word 2019)

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### QUESTION 1

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.

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### QUESTION 2

In the “Overview” section, apply the Soft Round bevel shape effect 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 create a new line of bulleted text in the Text pane, press Enter. To indent a line in the Text pane, select the line that you want to indent, and then under SmartArt Tools, on the Design tab, click Demote. To negatively indent a line, click

Promote. You can also press Tab to indent or Shift+Tab to negatively indent from within the Text pane.

If you don't see the SmartArt Tools or Design tabs, double-click the SmartArt graphic.

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### QUESTION 3

In the “Favorite dinosaurs” section, in the blank paragraph at the end of the page, use the 3D Model feature to insert the Triceratops from the 3D objects folder. Position the model in Line with Text.

- A. See the solution below.



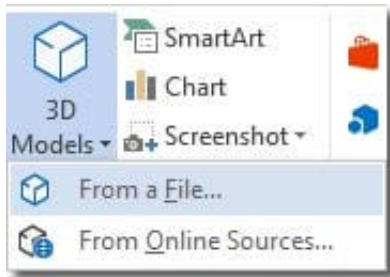
B. Placeholder

C. Placeholder

D. Placeholder

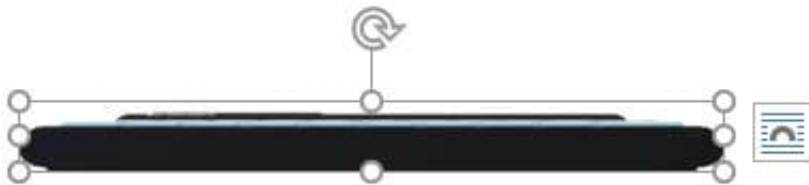
Correct Answer: A

On the Insert tab, in the Illustrations group, click 3D Models > From a File.



Insert A 3D Model

Navigate to where your 3D object is, select it and click Insert. Once inserted and still selected, you will see some handles with which to manipulate the object.



3D Handles

These handles look like the usual ones that allow you to resize and rotate an object.

However, if you hover your mouse roughly over the centre of the object, you should see the cursor change shape to indicate that you can rotate the model in 3D space. Like this:



#### Rotate 3D Model

Once you have rotated the model, the 3D rotate handle will appear in the centre of the object and using this will make it easier to rotate the object.

While the object is selected, you will see the 3D Model Tools contextual tab displayed in the ribbon.

#### 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

In the "Basic dinosaur facts" section, apply the Pencil Sketch artistic effect to the fossil picture.



A. See the solution below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

1.

Select the picture.

2.

Select Picture Tools > Format and select Artistic Effects.

3.

Hover over the options to preview them and select the one you want.

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