



MO-100^{Q&As}

Microsoft Word (Word and Word 2019)

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QUESTION 1

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 2

In the "Savings Accounts" section, delete the comment that is attached to the text "\$3,000".

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

Correct Answer: A

1.

Click the Review tab.

2.

Click the Next Comment or Previous Comment button to locate the offending comment. Upon success, the comment is highlighted in the markup area.

3.

In the Comments area, choose Delete Delete.

4.

Repeat Steps 2 and 3 to remove additional comments.

QUESTION 3



In the "Contact Us" section, merge the cells in the first table row.

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

Correct Answer: A

Select the cells that you want to merge. Under Table Tools, on the Layout tab, in the Merge group, click Merge Cells.

QUESTION 4

In the "Event Package" section, insert a footnote to the right of the heading. Enter the footnote text "Includes digital files."

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

Correct Answer: A

Click where you want to reference to the footnote or endnote.

On the References tab, select Insert Footnote or Insert Endnote.

Enter what you want in the footnote or endnote.

Return to your place in the document by double-clicking the number or symbol at the beginning of the note.

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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