MO-100^{Q&As}

Microsoft Word (Word and Word 2019)

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QUESTION 1

In the blank paragraph after the document title, insert a table of contents. Use the Automatic Table 1 style.

A. See the Solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

References : TABLE OF CONTENTS -TC option -Automatic Table 1

QUESTION 2

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

QUESTION 3

Change the orientation of only page 3 to Landscape.

A. See the Solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

1.

Place your cursor at the very beginning of the page that you would like to flip to landscape. (...

2.

Select "Layout" or "Page Layout" > "Breaks" > "Next Page" to create a section.

3.

Select the "Page Layout" tab and select "Orientation" > "Landscape".

QUESTION 4

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 5

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

Check the document for accessibility issues.Correctthe 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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