



MO-100^{Q&As}

Microsoft Word (Word and Word 2019)

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QUESTION 1

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.

QUESTION 2

Set the line spacing to 1.4 lines for the entire document.

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

Correct Answer: A

1.

Select the paragraphs you want to change.

2.

Go to Home > Line and Paragraph Spacing.

3.

Choose the number of line spaces you want or select Line Spacing Options, and then select the options you want under Spacing.



QUESTION 3

Split the four paragraphs the picture into two columns with column spacing of '0.3' ('0.8 cm').

- A. Check the solution below.
- B. Placeholder
- C. Placeholder
- D. Placeholder

Correct Answer: A

On the Page Layout or Layout tab, click Columns. At the bottom of the list, choose More Columns.

In the Columns dialog box, adjust the settings under Width and spacing to choose your column width and the spacing between columns.

QUESTION 4

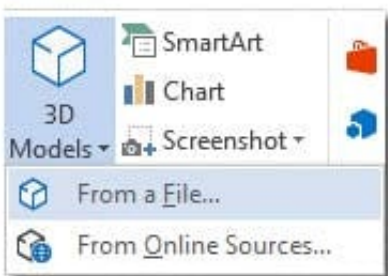
In the "Description" section, use the 3D Models feature to insert the PillPack model from the 3D objects folder into the blank paragraph. Position the model in Line with Text.

- 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.

Navigate to where your 3D object is, select it and click Insert.



QUESTION 5



In the "More dinosaurs facts" section, change the list level for "Velociraptor" to Level 3.

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

Correct Answer: A

1.

Place your cursor within the list item you wish to change to a different level.

2.

Under the "Home" tab, locate the "Paragraph" group > Click the [Numbering] or [Bullets] icon.

3.

Within the drop-down menu, click "Change List Level" > Click the level of organization you would like to apply to the selected list item.

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