



MO-100^{Q&As}

Microsoft Word (Word and Word 2019)

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QUESTION 1

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 2

The owner of Margie's Travel has asked you to finish formatting an event flyer. Add a 3 pt DarkBlue, Accent1 Box page border to the whole documents.

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

Correct Answer: A

Go to Design > Page Borders.

Make selections for how you want the border to look.

To adjust the distance between the border and the edge of the page, select

Options. Make your changes and select OK.

Select OK.

QUESTION 3



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

Check the document for accessibility issues. Correct the 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.

QUESTION 4

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.

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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