



MO-100^{Q&As}

Microsoft Word (Word and Word 2019)

Pass Microsoft MO-100 Exam with 100% Guarantee

Free Download Real Questions & Answers **PDF** and **VCE** file from:

<https://www.pass4itsure.com/mo-100.html>

100% Passing Guarantee
100% Money Back Assurance

Following Questions and Answers are all new published by Microsoft
Official Exam Center

-  **Instant Download** After Purchase
-  **100% Money Back** Guarantee
-  **365 Days** Free Update
-  **800,000+** Satisfied Customers





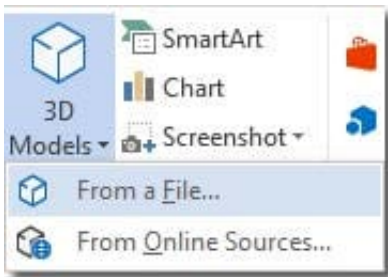
QUESTION 1

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

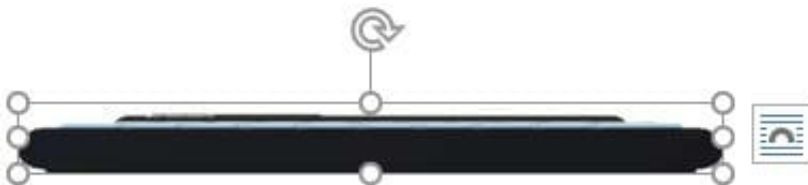
Correct Answer: A

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 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

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 4

In the " Fill Material" section, resize the table so that each column is "2.2" (5.59 cm) wide.

A. See the Solution below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

Select your table.

On the Layout tab, in the Cell Size group, Resize column "2.2" wide.

QUESTION 5

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.

[MO-100 Practice Test](#)

[MO-100 Study Guide](#)

[MO-100 Braindumps](#)