



MO-101^{Q&As}

Microsoft Word Expert (Word and Word 2019)

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QUESTION 1

Configure the Hyphenation settings to hyphenate the document automatically. Configure line numbering to start at the top of each page.

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

Correct Answer: A

On the Tools menu, click Hyphenation.

Select the Automatically hyphenate document check box.

In the Hyphenation zone box, enter the amount of space to leave between the end of the last word in a line and the right margin.

QUESTION 2

Edit the \Club\ macro to change the macro name to "Footer".

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

Correct Answer: A

Click on the new button to select it (or Ctrl+Click, if a macro has been assigned to the button).

Click in the Name Box, at the left of the Formula Bar.

Type a new name, to replace the existing button name.

Press Enter, to complete the name change.

QUESTION 3

To the right of "Figure 1". select the paragraph that begins \Bellows College students\.

Configure the pagination options so that all lines of the paragraph will always stay together on the same page.

- A. See the steps below.



B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

You can keep all lines of a paragraph together on a page or in a column so that the paragraph is not split between two pages.

Select the lines that you want to keep together.

On the Format menu, click Paragraph, and then click the Line and Page Breaks tab.

Select the Keep lines together check box.

QUESTION 4

in the \\' Index section, update the index to include all marked index entries in the document.

A. See the steps below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

To update the index, click the index, and then press F9. Or click Update Index in the Index group on the References tab.

QUESTION 5

You are creating lab safety documentation for Bellows College. Enable only digitally signed macros in the document.

A. See the steps below

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

Click the File tab.

In the Security Warning area, click Enable Content.



Select Advanced Options.

In the Microsoft Office Security Options dialog box, click Enable content for this session for each macro.

Click OK.

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