



MO-101^{Q&As}

Microsoft Word Expert (Word and Word 2019)

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**QUESTION 1**

Display the caption 'Figure 2 Patricia Doyle and friend' below the second photo in the document. Note: Word automatically adds the text Figure 2.

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

Correct Answer: A

Select the object (table, equation, figure, or another object) that you want to add a caption to.

On the References tab, in the Captions group, click Insert Caption.

In the Label list, select the label that best describes the object, such as a figure or equation.

QUESTION 2

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.

QUESTION 3

You are creating a brochure for potential clients of VanArshdel, Ltd.

In the "Team Building" section, set the proofing language for the word "expeditions" to French (France).



A. See the steps below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

1.

Select the Home tab in the ribbon.

2.

Select the dialog box launcher in the Styles group.

3.

Select the Options button in the Styles task pane.

4.

Select All styles in the Select styles to show drop-down menu in the Style Pane Options dialog box.

5.

Select the OK button to close the Style Pane Options dialog box.

6.

Scroll to Comment Text in the Styles task pane; hold your cursor over Comment Text to reveal the options arrow.

7.

Select the options arrow and then select Modify from the drop-down menu.

8.

Select the Format button in the Modify Style dialog box.

9.

Select Language in the drop-down menu.

10.

Select English (or another preferred language) in the Mark selected text as drop-down menu in the Language dialog box.

11.

Uncheck Do not check spelling or grammar to ensure that Word will include your comments in spelling and grammar checks.

12.



Select the OK button to close the Language dialog box.

13.

Select the OK button to close the Modify Style dialog box.

14.

Save, close, and then reopen the document to activate your new comment review settings.

QUESTION 4

In the "Our Team" section, select the first instance of "Team Builder" and record a macro named "Role" that applies bold and italic formatting of the selected text. Then stop recording. Store the macro in the current document.

A. See the steps below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

Select the View tab, then click Macros > Record Macro.

B. In the Record Macro dialog box, enter a macro name and description. Follow these rules for the name:

Macro names must begin with a letter and use either letters or numerals. You cannot use spaces, non-alphanumeric characters, or periods.

Macro names can be 80 characters maximum

Macro names cannot conflict with the program's reserved commands or keywords such as Print, Save, Copy, Paste.

Descriptions are just notes that summarize the macro's function.

C. For the Store Macro In field, choose All Documents to run this macro in all of your Word documents, or select the current document (displayed by filename) to use this macro in the current document only. Click OK.

D. Next, in the Assign Macro To panel, click Button or Keyboard (shortcut) for the method used to access and run the macro.

QUESTION 5

Configure formatting restrictions to allow users to apply only the Heading 1, Heading 2, Normal (Web), and Normal Indent styles. When prompted, answer No to retain all Styles currently in the document. Do not start enforcing protection, if you do, it will affect your ability to complete other tasks in this project.

A. See the steps below.

B. Placeholder



C. Placeholder

D. Placeholder

Correct Answer: A

Select the File tab in the ribbon.

Select the Info tab in the Backstage view.

Select the Protect Document button.

Select Restrict Editing in the drop-down menu.

Check Limit formatting to a selection of styles in the Restrict Editing task pane.

Select the Settings link.

Check Limit formatting to a selection of styles in the Formatting Restrictions dialog box

Check or uncheck the individual styles you want to allow from the Formatting Restrictions dialog box. Or, select one of the preset option buttons:

Select the OK button

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