



MO-101^{Q&As}

Microsoft Word Expert (Word and Word 2019)

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QUESTION 1

in the document footer configure the FileName field to display the file path in front of the file name. Note: Modify the field property. Do not add another field.

A. See the steps below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

Open Microsoft Word.

Click the "Insert" tab.

From the "Header and Footer" group, click [Header] or [Footer].

From the drop-down menu, choose a Header or Footer style.

Return to the "Insert" tab.

From the "Text" group, click [Quick Parts] > Select "Field..."

Under "Field names," select "FileName."

In the "Field properties" section, select a format.

In the "Field options" section, check "Add path to filename." The file name will now appear in the header or footer.

QUESTION 2

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 3

This project has only one task.

Configure the document to force the tracking of changes. Require the entry of the password '\\789\\' to stop tracking changes.

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

Correct Answer: A

On the Review tab, go to Tracking and select Track Changes.Track Changes in the Tracking panel

QUESTION 4

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 5

Create a mail merge recipient list that contains one entry with the first name "Paula" and the last name "Bento". Save the list in the default folder as "Snowboarders". Leave the field structure of the recipient list intact.

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



C. Placeholder

D. Placeholder

Correct Answer: A

Click the Mailings tab.

Click the Start Mail Merge button.

Select Step-by-Step Mail Merge Wizard.

The Mail Merge pane appears on the right, ready to walk you through the mail merge.

Select a type of document to create.

Click Next: Starting document.

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