



MO-101^{Q&As}

Microsoft Word Expert (Word and Word 2019)

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QUESTION 1

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 2

Modify the Subtitle style to apply a solid Green Accent 5 text fill effect and a solid Black. Text 1, Lighter 25% text outline effect. Save the style changes in this document only.

- A. See the explanation:
- B. Placeholder
- C. Placeholder
- D. Placeholder

Correct Answer: A

On the Design tab, click Colors, and then choose a different set of colors. The colors you see on the menu that appears

QUESTION 3

This project has only one task.

Combine the current document with the DonationLetter2 document from the Documents folder. Show the changes in the original document.

Do not accept or reject the tracked changes.

Note: Use Donationletter as the original document and DonationLetter2 as the revised document.

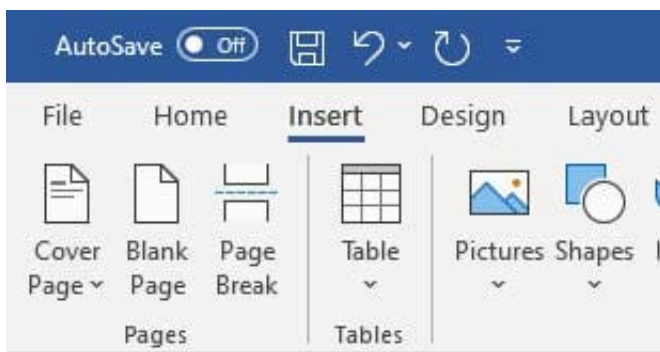


- A. See the steps below.
- B. Placeholder
- C. Placeholder
- D. Placeholder

Correct Answer: A

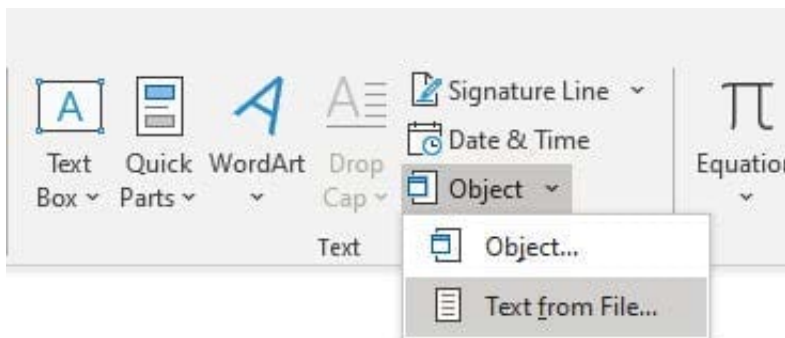
If you have to combine separate Microsoft Word documents, you can copy and paste them together if they're short, or merge them if they're long.

Select the Insert tab.



Screenshot of the Insert tab

Select Object, and then select Text from File from the drop-down menu.



Screenshot of the Text from File option.

Select the files to be merged into the current document. Press and hold Ctrl to select more than one document.

QUESTION 4

Create a character style named "Warning" that applies the Arial Black font and Color Dark Red (from the Standard Color palette).

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



C. Placeholder

D. Placeholder

Correct Answer: A

On the Page Layout tab in Excel or the Design tab in Word, click Colors, and then click Customize Colors.

Click the button next to the theme color you want to change (for example, Accent 1 or Hyperlink), and then pick a color under Theme Colors.



Change a theme color

To create your own color, click More Colors, and then pick a color on the Standard tab, or enter numbers or select a color on the Custom tab.

1.

In the Sample pane, preview the changes that you made.

2.

Repeat this for all the colors you want to change.

3.

In the Name box, type a name for the new theme colors, and click Save.

QUESTION 5

Connect to the MailingList mail merge data source in the Documents folder. Preview the merge results for record 1.



A. see the explanation below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

in the Data Connection Wizard to complete the data connection to the merge document.

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