



MO-101^{Q&As}

Microsoft Word Expert (Word and Word 2019)

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**QUESTION 1**

You are creating a newsletter for Adventure Works Cycles to promote an outdoor adventure club. Change the style of all content that is formatted with the Emphasis style to the Intense Emphasis style.

A. See the steps below:

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

From the Design tab, click the More drop-down arrow in the Document Formatting group.

Choose the desired style set from the drop-down menu.

The selected style set will be applied to your entire document.

QUESTION 2

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 3

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 4

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 butto name.

Press Enter, to complete the name change.

QUESTION 5

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.



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