



# MO-101<sup>Q&As</sup>

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.

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**QUESTION 2**

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.

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**QUESTION 3**

You are creating a newsletter for Alpine Ski House.

Copy only the Title style from the AlpineStyle template in the Documents folder into the current document. Overwrite the existing style to change the appearance of the document title.

Note: Copy the style the template to the document. Do not attach the template to the documents.



A. See the steps below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

Click the Home tab.

Open the Styles pane.

Click the Manage Styles button.

Click Import/Export.

Select a style.

Click the Copy button.

The style is copied to the selected template or document.

Click Close.

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#### 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.

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#### QUESTION 5

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

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