



MO-101^{Q&As}

Microsoft Word Expert (Word and Word 2019)

Pass Microsoft MO-101 Exam with 100% Guarantee

Free Download Real Questions & Answers **PDF** and **VCE** file from:

<https://www.pass4itsure.com/mo-101.html>

100% Passing Guarantee
100% Money Back Assurance

Following Questions and Answers are all new published by Microsoft
Official Exam Center

-  **Instant Download** After Purchase
-  **100% Money Back** Guarantee
-  **365 Days** Free Update
-  **800,000+** Satisfied Customers



**QUESTION 1**

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.

QUESTION 2

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.

QUESTION 3

At the bottom of the page, insert a Date Picker control to the right of the text 'Date'.

A. See the steps below.



B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

In the Word Options dialog box, please (1) click Customize Ribbon in the left bar, (2) check Developer in the right box, and (3) click the OK button. ...

Click Developer > Date Picker Content Control

Then the Date Picker is inserted into the document.

QUESTION 4

in the \\' Index section, update the index to include all marked index entries in the document.

A. See the steps below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

To update the index, click the index, and then press F9. Or click Update Index in the Index group on the References tab.

QUESTION 5

Configure the Hyphenation settings to hyphenate the document automatically. Configure line numbering to restart 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.

[Latest MO-101 Dumps](#)

[MO-101 VCE Dumps](#)

[MO-101 Exam Questions](#)