



MO-100^{Q&As}

Microsoft Word (Word and Word 2019)

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QUESTION 1

You work for Woodgrove Bank. You are preparing a brochure that explains U.S bank account options for international student. Find the word "automatic" and delete it from the document.

A. See the Solution below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

Use Ctrl+F key to and find word "automatic" Once find and highlighted, delete it by using delete key.

QUESTION 2

Apply the Intense Emphasis style to the paragraph after the picture.

A. Check the solution below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

Select the text you want to format.

On the Home tab, point to a style to preview it.

Select a style.

QUESTION 3

You work for Tailspin Toys. You are creating an internal product announcement and training document. In the file properties , add "animals" as a category

A. See the Solution below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A



1.

Click the File tab.

2.

Click Info.

3.

Click Properties at the top of the page, and then select Advanced Properties.

4.

Click the Custom tab.

5.

Click OK.

QUESTION 4

In the "Description" section, Insert a new placeholder citation with the name "Manufacturing1" at the end of the second paragraph after the heading.

A. See the Solution below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

To add a citation placeholder in Word, place your cursor at the point in your document where you want to insert the citation placeholder. Then click the "References" tab in the Ribbon. Then click the "Insert Citation" drop-down button in

the "Citations and Bibliography"

QUESTION 5

In the blank paragraph after the document title, insert a table of contents. Use the Automatic Table 1 style.

A. See the Solution below.

B. Placeholder

C. Placeholder



D. Placeholder

Correct Answer: A

References : TABLE OF CONTENTS -TC option -Automatic Table 1

QUESTION 6

Accept all tracked insertion and deletions, Reject all formatting changes.

A. See the Solution below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

Make sure the Review tab of the ribbon is displayed.

Click the Show Markup tool (in the Tracking group). ...

Clear all the checkmarks, except the Formatting checkmark. ...

Click the down-arrow under the Accept tool (in the Changes group). ...

Choose Accept All Changes Shown.

QUESTION 7

In the "Serving" section, change the text wrapping for the picture to Square.

A. See the solution below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

Select the picture.

Select Layout Options.

Select the layout you want.

QUESTION 8



In the "Geologic eras" section, sort the table data by "Geologic period" (Ascending) and then by "Dinosaur" (Ascending).

A. See the Solution below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

Select a cell within the data.

Select Home > Sort and Filter. Or, select Data > Sort.

Select an option: Sort A to Z - sorts the selected column in an ascending order. Sort Z to A - sorts the selected column in a descending order.

QUESTION 9

Inspect the document and remove all headers, footers, and watermarks that are found, Do not remove other information.

A. Check the solution below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

From the Info pane, click on Check for Issues and then select Inspect Document from the pop-up menu. When the Document Inspector dialog box appears, uncheck all boxes except Headers, Footers, and Watermarks. Click on Inspect.

Simply click on Remove All to delete all headers, footers and watermarks in your document

QUESTION 10

Split the four paragraphs the picture into two columns with column spacing of '0.3' ("0.8 cm").

A. Check the solution below.

B. Placeholder

C. Placeholder



D. Placeholder

Correct Answer: A

On the Page Layout or Layout tab, click Columns. At the bottom of the list, choose More Columns.

In the Columns dialog box, adjust the settings under Width and spacing to choose your column width and the spacing between columns.

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