Vendor: Microsoft

Exam Code:MO-101

Exam Name: Microsoft Word Expert (Word and Word 2019)

Version: Demo

QUESTION 1

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 2

Mark an index entry for the "ABOUT US\\' heading immediately after the text.

A. See the steps below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

These steps show you how to mark words or phrases for your index, but you can also Mark index entries for text that spans a range of pages.

Select the text you'd like to use as an index entry, or just click where you want to insert the entry.

On the References tab, in the Index group, click Mark Entry.Mark entry

You can edit the text in the Mark Index Entry dialog box.Mark Index Entry dialog box

Click Mark to mark the index entry. To mark this text everywhere it shows up in the document, click Mark All.

To mark additional index entries, select the text, click in the Mark Index Entry dialog box, and then repeat steps 3 and 4.

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

You are creating a broachure for potential clients of VanArshdel, Ltd.

In the ''Team Building'' section, set the proofing language for the word ''expeditions'' to French (France).

A. See the steps below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

1.

 Select the Home tab in the ribbon.

2.

 Select the dialog box launcher in the Styles group.

3.

 Select the Options button in the Styles task pane.

4.

 Select All styles in the Select styles to show drop-down menu in the Style Pane Options dialog box.

5.

 Select the OK button to close the Style Pane Options dialog box.

6.

 Scroll to Comment Text in the Styles task pane; hold your cursor over Comment Text to reveal the options arrow.

7.

 Select the options arrow and then select Modify from the drop-down menu.

8.

 Select the Format button in the Modify Style dialog box.

9.

 Select Language in the drop-down menu.

10.

 Select English (or another preferred language) in the Mark selected text as drop-down menu in the Language dialog box.

11.

 Uncheck Do not check spelling or grammar to ensure that Word will include your comments in spelling and grammar checks.

12.

 Select the OK button to close the Language dialog box.

13.

 Select the OK button to close the Modify Style dialog box.

14.

 Save, close, and then reopen the document to activate your new comment review settings.

QUESTION 6

In the \\'Our Team" section, select the first instance of \\'Team Builder and record a macro named \\'\\'Role\\'\\' that applies bold and italic formatting of the selected text. Then stop recording. Store the macro in the current document.

A. See the steps below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Select the View tab, then click Macros > Record Macro.

B. In the Record Macro dialog box, enter a macro name and description. Follow these rules for the name:

Macro names must begin with a letter and use either letters or numerals. You cannot use spaces, non-alphanumeric characters, or periods.

Macro names can be 80 characters maximum

Macro names cannot conflict with the program\\'s reserved commands or keywords such as Print, Save, Copy, Paste.

Descriptions are just notes that summarize the macro\\'s function.

C. For the Store Macro In field, choose All Documents to run this macro in all of your Word documents, or select the current document (displayed by filename) to use this macro in the current document only. Click OK.

D. Next, in the Assign Macro To panel, click Button or Keyboard (shortcut) for the method used to access and run the macro.

QUESTION 7

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.

QUESTION 8

This project has only one task.

Combine the current document with the DonaitionLetter2 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 DonationLelter2 as the revised document.

A. See the steps below.

B. PlaceHolder

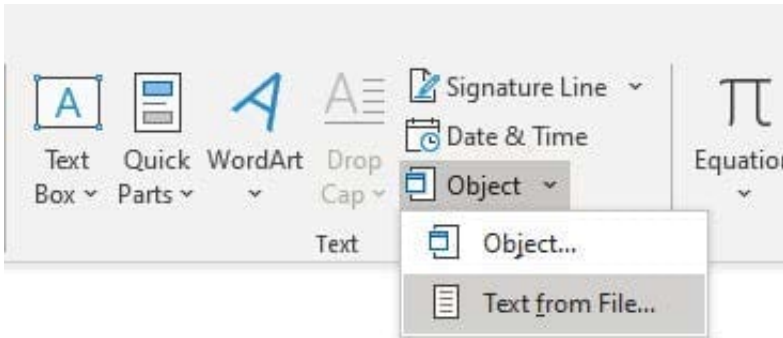C. PlaceHolder

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 9

You are creating a donor appreciation document for a college.

Use a Word feature to replace all nonbreaking spaces in the document with regular spaces.

A. See the steps below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Press Ctrl+H to display the Replace tab of the Find and Replace dialog box. (See Figure 1.)
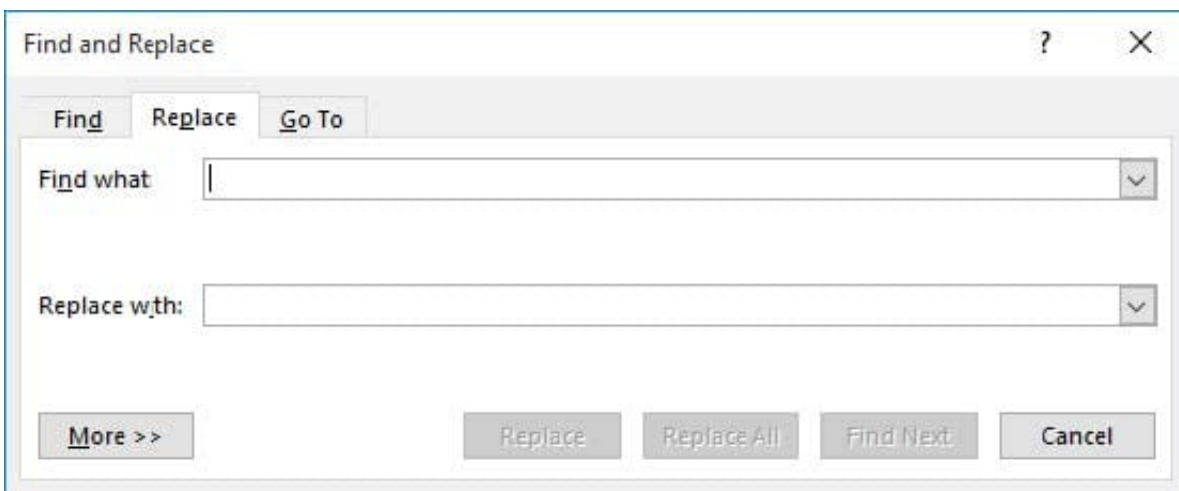

Figure 1. The Replace tab of the Find and Replace dialog box.

In the Find What box, enter "^-" (without the quote marks). That is a carat character (Shift+6) followed by a dash.

In the Replace With box, enter "^s" (again, without the quote marks). That is a carat character followed by a lowercase "s."

Click on Replace All.

Close the Find and Replace dialog box.

QUESTION 10

This project has only one task.

Select the "Bellows College\\' and \\'Department of Chemistry" paragraphs. Save the selected text as a Quick Part named Chemistry header. Save the Quick Part in the Bellows template, in a custom category named \\'Departments'\\'.

A. See the steps below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Select the phrase, sentence, or other portion of your document that you want to save to the gallery.

On the Insert tab, in the Text group, click Quick Parts, and then click Save

Selection to Quick Part Gallery, change the name and add a description if you like, and click OK.

Note: To save a selection as AutoText, on the Insert tab, in the Text group, click Quick

Parts > AutoText > Save Selection to AutoText Gallery.

QUESTION 11

Configure formatting restrictions to allow users to apply only the Heading 1, Heading 2, Normal (Web), and Normal Indent styles. When prompted, answer No to retain all Styles currently in the document. Do not start enforcing protection, if you do, it will affect your ability to complete other tasks in this project.

A. See the steps below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Select the File tab in the ribbon.

Select the Info tab in the Backstage view.

Select the Protect Document button.

Select Restrict Editing in the drop-down menu.

Check Limit formatting to a selection of styles in the Restrict Editing task pane.

Select the Settings link.

Check Limit formatting to a selection of styles in the Formatting Restrictions dialog box

Check or uncheck the individual styles you want to allow from the Formatting Restrictions dialog box. Or, select one of the preset option buttons:

Select the OK button

QUESTION 12

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.