

# MO-100<sup>Q&As</sup>

Microsoft Word (Word and Word 2019)

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### QUESTION 1

Set the line spacing to 1.4 lines for the entire document.

- A. See the solution below.
- B. Placeholder
- C. Placeholder
- D. Placeholder

Correct Answer: A

1.

Select the paragraphs you want to change.

2.

Go to Home > Line and Paragraph Spacing.

3.

Choose the number of line spaces you want or select Line Spacing Options, and then select the options you want under Spacing.

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### QUESTION 2

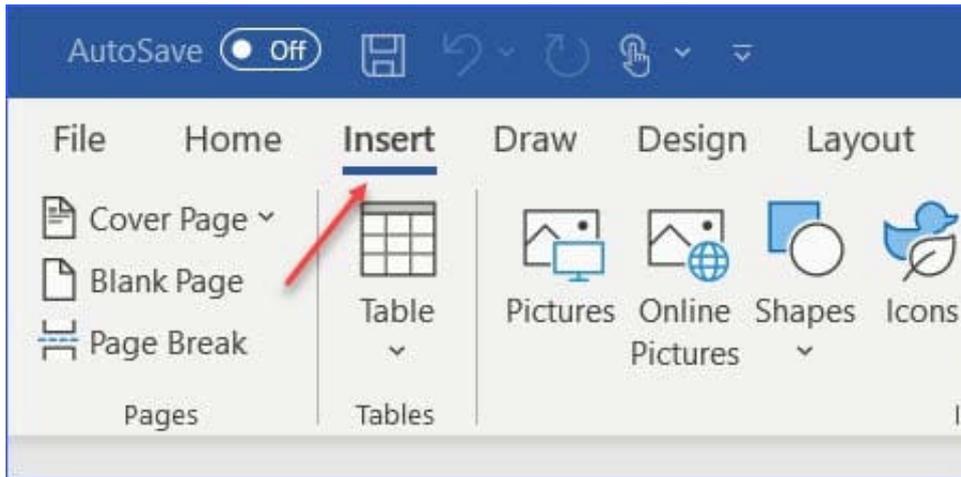
You work for Fourth Coffee. You are finalizing a training manual for employees who will bake muffins for the coffee shop.

Display the Integral header on all pages of the documents except page 1.

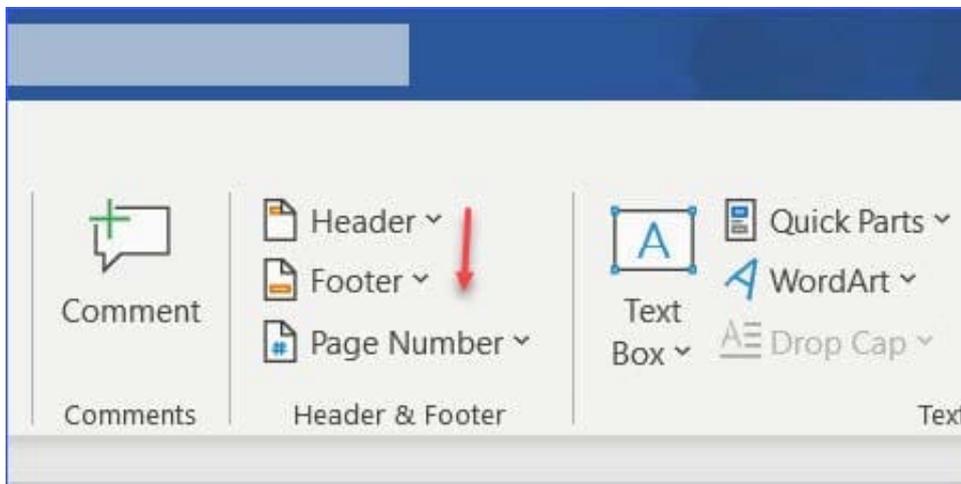
- A. See the solution below.
- B. Placeholder
- C. Placeholder
- D. Placeholder

Correct Answer: A

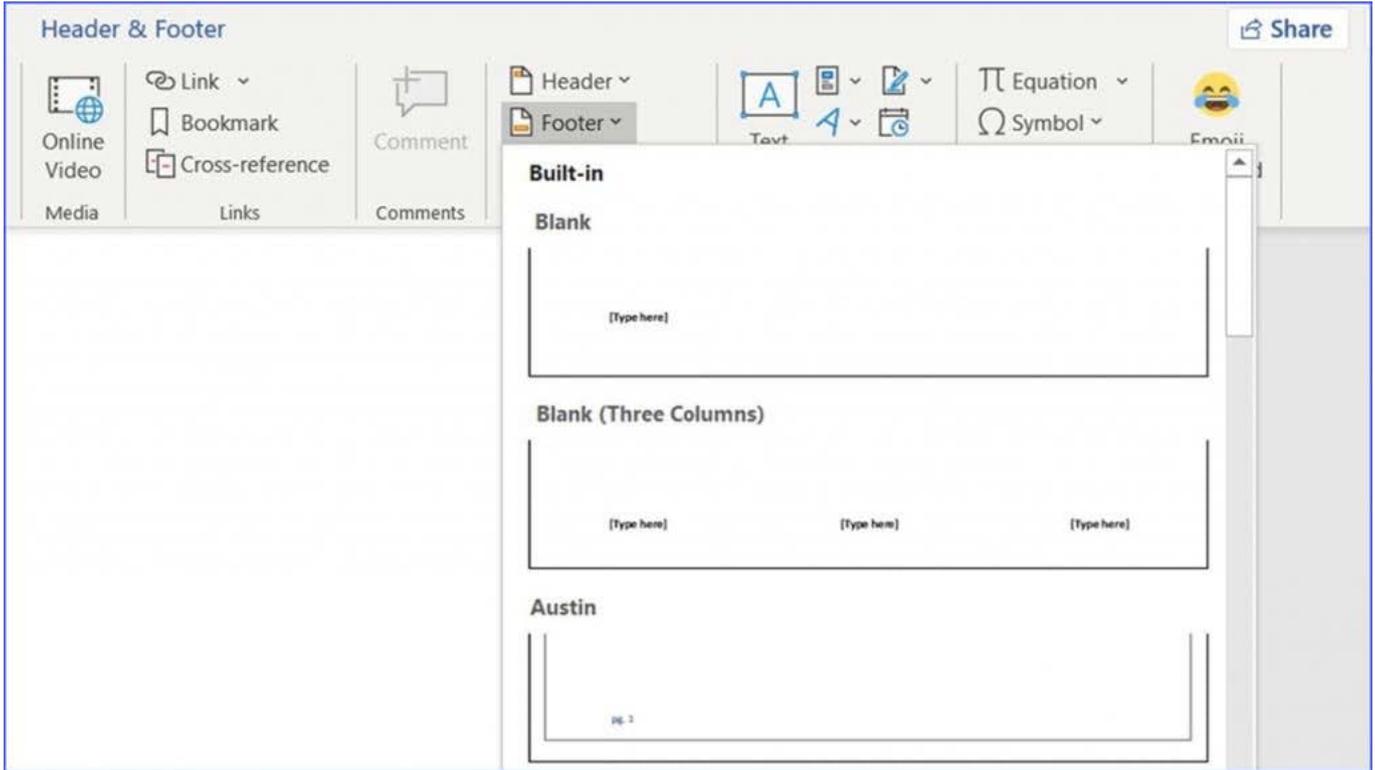
Step 1: Click the "Insert" tab from the Ribbon;



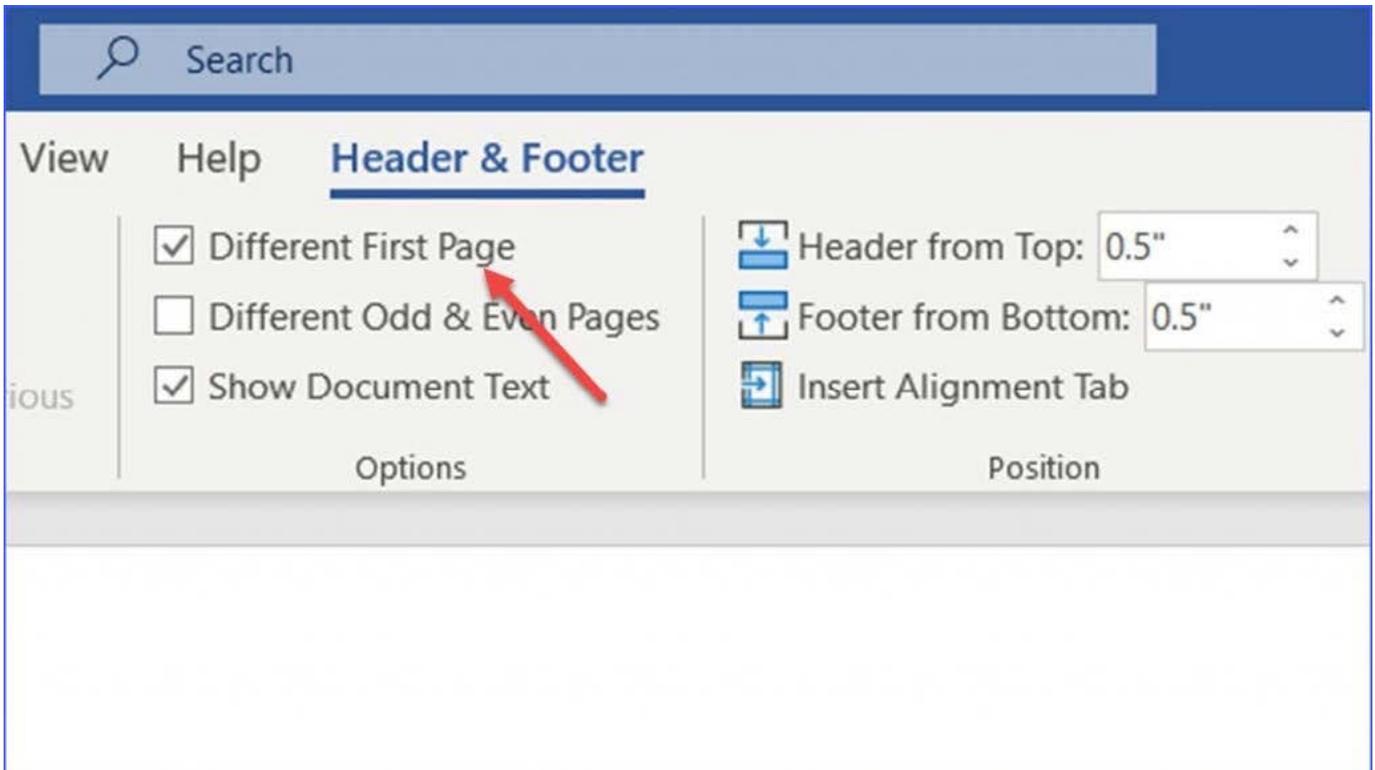
Step 2: Click the "Header" (or "Footer") command from the "HeaderandFooter" section;



Step 3: Select one style from the drop-down list (e.g., the Austin style);



Step 4: In the "Design" tab (or Header and Footer tab if Microsoft 365) from the ribbon, check the "Different First Page" command;



Now the header or footer on the first page is different from all other pages. You can delete the contents and formatting in the header or footer on the first page if you want to leave it empty.

### QUESTION 3

At the end of the documents, change the line spacing of the last two paragraphs to exactly 14 pt.

- A. Check the solution below.
- B. Placeholder
- C. Placeholder
- D. Placeholder

Correct Answer: A

Select Last two paragraphs to update. ...

Go to Home > Line and Paragraph Spacing.

Select Line Spacing Options and choose an option in the Line spacing box.

Adjust the Before and After settings to change spacing between paragraphs.

Select OK.

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### QUESTION 4

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

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### QUESTION 5

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 6

In the "Favorite dinosaurs" section, in the blank paragraph at the end of the page, use the 3D Model feature to insert the Triceratops from the 3D objects folder. Position the model in Line with Text.

A. See the solution below.

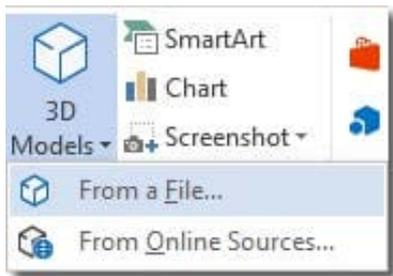
B. Placeholder

C. Placeholder

D. Placeholder

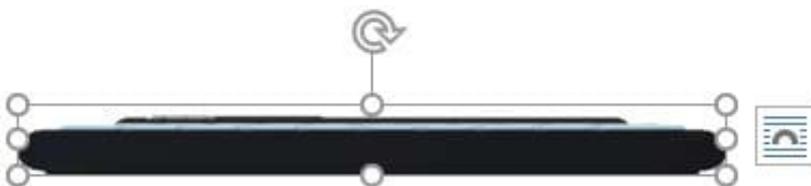
Correct Answer: A

On the Insert tab, in the Illustrations group, click 3D Models > From a File.



Insert A 3D Model

Navigate to where your 3D object is, select it and click Insert. Once inserted and still selected, you will see some handles with which to manipulate the object.



### 3D Handles

These handles look like the usual ones that allow you to resize and rotate an object.

However, if you hover your mouse roughly over the centre of the object, you should see the cursor change shape to indicate that you can rotate the model in 3D space. Like this:



### Rotate 3D Model

Once you have rotated the model, the 3D rotate handle will appear in the centre of the object and using this will make it easier to rotate the object.

While the object is selected, you will see the 3D Model Tools contextual tab displayed in the ribbon.

### QUESTION 7

In the "Contact Us" section, merge the cells in the first table row.

- A. See the Solution below.
- B. Placeholder
- C. Placeholder
- D. Placeholder

Correct Answer: A

Select the cells that you want to merge. Under Table Tools, on the Layout tab, in the Merge group, click Merge Cells.

### QUESTION 8

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.

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### QUESTION 9

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.

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#### QUESTION 10

In the "Depaning" section, insert a thermometer symbol before the phrase "The muffin tray will still be hot!". Use the Webdings font and character code "225" ( the thermometer symbol).

A. See the Solution below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

You might want to insert a degree symbol when you write about temperatures or measurements in Word. You can do this by using the Symbol drop-down menu or the keyboard shortcut, Alt + 0176

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