MO-101^Q&As

Microsoft Word Expert (Word and Word 2019)

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QUESTION 1

in the document footer configure the FileName field to display the file path in front of the file name. Note: Modify the field property. Do not add another field.

A. See the steps below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Open Microsoft Word.

Click the "Insert" tab.

From the "Header and Footer" group, click [Header] or [Footer].

From the drop-down menu, choose a Header or Footer style.

Return to the "Insert" tab.

From the "Text" group, click [Quick Parts] > Select "Field..."

Under "Field names," select "FileName."

In the "Field properties" section, select a format.

In the "Field options" section, check "Add path to filename." The file name will now appear in the header or footer.

QUESTION 2

Modify the Subtitle style to apply a solid Green Accent 5 text till 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

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.

QUESTION 4

Save the styles in the document as a style set named Wells". Save the style set file in the default location.

A. See the steps below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Select the whole document.

Then click "Home".

Next, click "Change Styles".

On the drop-down menu, choose "Style Set" option.

Click "Save as Quick Style Set"

Now, the "Save as Quick Style Set" window will pop up. Type the file name in text box.

Click "Save"

QUESTION 5

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