



MO-100^{Q&As}

Microsoft Word (Word and Word 2019)

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QUESTION 1

In the "Making moments last forever1" section, convert the five paragraphs starting with "Corporate events" to a bulleted list.

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

Correct Answer: A

Select the text you want to change into a list. Go to Home> Bullets or Home> Numbering.

QUESTION 2

In the " Fill Material" section, resize the table so that each column is "2.2" (5.59 cm) wide.

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

Correct Answer: A

Select your table.

On the Layout tab, in the Cell Size group, Resize column "2.2" wide.

QUESTION 3

The owner of Margie's Travel has asked you to finish formatting an event flyer. Add a 3 pt DarkBlue, Accent1 Box page border to the whole documents.

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

Correct Answer: A

Go to Design > Page Borders.



Make selections for how you want the border to look.

To adjust the distance between the border and the edge of the page, select

Options. Make your changes and select OK.

Select OK.

QUESTION 4

In the "Top Sellers" section, continue the numbering of the list at the top of the second column, so the list items are numbered from 1 through 6.

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

Correct Answer: A

Select the second column and insert number

QUESTION 5

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"