



MO-100^{Q&As}

Microsoft Word (Word and Word 2019)

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QUESTION 1

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 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

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.

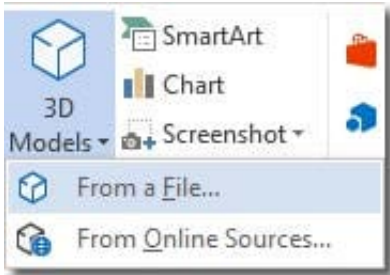
- A. See the solution below.



- B. Placeholder
- C. Placeholder
- D. Placeholder

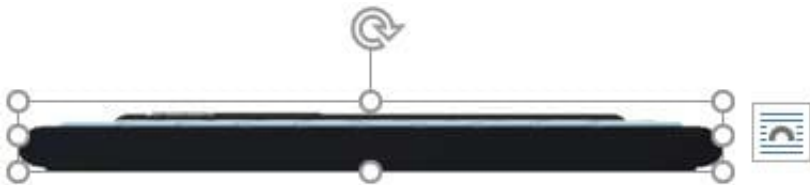
Correct Answer: A

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 4

In the "Checking Accounts" section, in the dark blue text box, insert the text "Anytime Account Access".

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

Correct Answer: A

Go to Insert > Text Box.

Click in your "Checking Accounts" section you'd like to insert the text "Anytime Account Access".

QUESTION 5

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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