



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

Microsoft Word (Word and Word 2019)

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### QUESTION 1

In the “Kids love dinosaurs” section, copy the formatting of the first paragraph and apply it to the second paragraph.

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

Correct Answer: A

On the Home tab, in the Clipboard group, click Copy Formatting. Select the paragraph(s)

where you want to replace the formatting. On the Home tab, in the Clipboard group, click Paste, or use the keyboard shortcut Ctrl+V.

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### QUESTION 2

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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### 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

Split the four paragraphs the picture into two columns with column spacing of '0.3' ('0.8 cm').

A. Check the solution below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

On the Page Layout or Layout tab, click Columns. At the bottom of the list, choose More Columns.

In the Columns dialog box, adjust the settings under Width and spacing to choose your column width and the spacing between columns.

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#### QUESTION 5

In the "Savings Accounts" section, delete the comment that is attached to the text "\$3,000".

A. See the Solution below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

1.

Click the Review tab.



2.

Click the Next Comment or Previous Comment button to locate the offending comment. Upon success, the comment is highlighted in the markup area.

3.

In the Comments area, choose Delete Delete.

4.

Repeat Steps 2 and 3 to remove additional comments.

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