



MO-100^{Q&As}

Microsoft Word (Word and Word 2019)

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QUESTION 1

In the "More dinosaurs facts" section, change the list level for "Velociraptor" to Level 3.

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

Correct Answer: A

1.

Place your cursor within the list item you wish to change to a different level.

2.

Under the "Home" tab, locate the "Paragraph" group > Click the [Numbering] or [Bullets] icon.

3.

Within the drop-down menu, click "Change List Level" > Click the level of organization you would like to apply to the selected list item.

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

QUESTION 3

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 4

You are preparing a brochure for Southridge Video. You plan to distribute the brochure electronically and in print. Apply the centered style set to the document.

A. See the Solution below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

On the Design tab, point to one of the style sets in the Style Sets gallery in the Document Formatting group.

The new style set is previewed in your document's existing text.

Click the style set you want.

If you don't like any of the choices displayed, click the More button for the gallery to open the full gallery of choices. Notice that you can reset to the default style set from this gallery menu, or save the current settings as a new style set.

QUESTION 5

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.



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