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Microsoft Word (Word and Word 2019)

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QUESTION 1

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 2

This project has only one task.

You have been assigned the task of keeping meeting, notes for your company\\'s Board of Directors.

Save a copy of the document as a Word 2019 template named "Notes" that is compatible with the latest Word features and does not support macros. Save the template file in the default location.

A. See the Solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

1.

Open the Word document that you want to inspect for hidden data and personal information.

2.

Click the File tab, click Save As, and then type a name in the File name box to save a copy of your original document.

3.

In the copy of your original document, click the File tab, and then click Info.

4.

Click Check for Issues, and then click Inspect Document.

5.

In the Document Inspector dialog box, select the check boxes to choose the types of hidden content that you want to be inspected.

6.

Click Inspect.

7.

Review the results of the inspection in the Document Inspector dialog box.

8.

Click Remove All next to the inspection results for the types of hidden content that you want to remove from your document
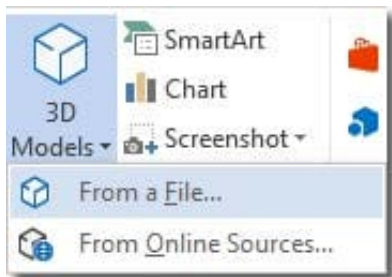
QUESTION 3

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

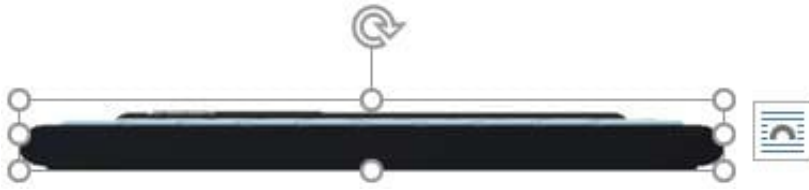C. PlaceHolder

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 " Description" section, use the 3D Models feature to insert the PillPack model from the 3D objects folder into the blank paragraph. Position the model in Line with Text.
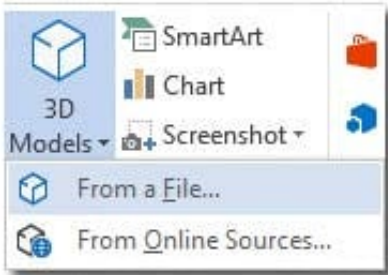
A. See the Solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

On the Insert tab, in the Illustrations group, click 3D Models > From a File.

Navigate to where your 3D object is, select it and click Insert.

QUESTION 5

You work for Contoso Pharmaceuticals. You are creating a report that describes a new medicine.

Check the document for accessibility issues.Correctthe table-related issue reporting in the inspection results by using the first recommended action.

Do not fix other reporting issues.

A. See the Solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Select File > Info.

Select the Check for Issues button.