



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 "Banking Fees" section, convert the tab-delimited text to a two-column table. Accept the default AutoFit behavior.

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

Correct Answer: A

Click the Insert tab and click Table in the Table section. Select Convert Text to Table from the drop-down menu.



The screenshot shows the Microsoft Word ribbon with the 'Insert' tab selected. The 'Table' button is highlighted, and the 'Insert Table' dialog box is open. The dialog box shows a grid of 10 columns and 10 rows. The 'Convert Text to Table...' option is selected. A tooltip for 'Convert Text to Table' is displayed, explaining that it splits a single column of text into multiple columns. The tooltip also provides an example of separating full names into first and last name columns and mentions that the user can choose how to split the text (fixed width or split at each comma, period, or other character). A 'Tell me more' link is also present in the tooltip.

Convert Text to Table

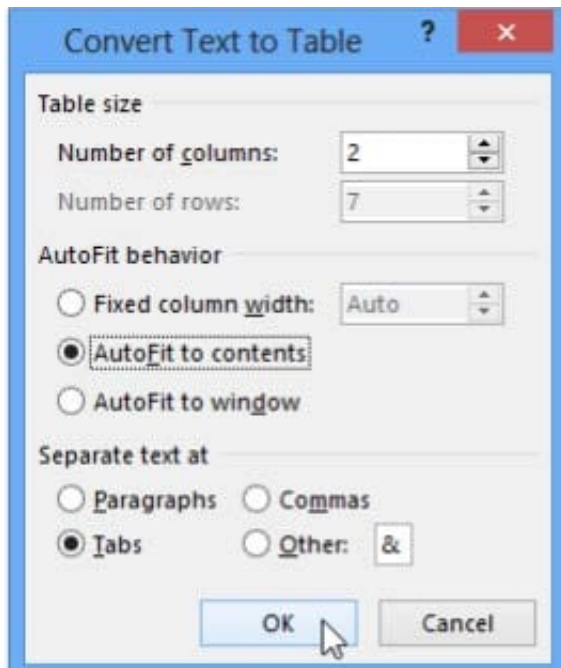
Split a single column of text into multiple columns.

For example, you can separate a column of full names into separate first and last name columns.

You can choose how to split it up: fixed width or split at each comma, period, or other character.

[? Tell me more](#)

On the Convert Text to Table dialog box, the Number of columns should already be set to 2 if you have only one tab between each item on each line. The Number of rows is automatically calculated.



QUESTION 3

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 4



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.

QUESTION 5

In the "Overview" section, apply the Soft Round bevel shape effect to the SmartArt graphic. (Be sure to select the entire SmartArt graphic.)

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

Correct Answer: A

To create a new line of bulleted text in the Text pane, press Enter. To indent a line in the Text pane, select the line that you want to indent, and then under SmartArt Tools, on the Design tab, click Demote. To negatively indent a line, click

Promote. You can also press Tab to indent or Shift+Tab to negatively indent from within the Text pane.

If you don't see the SmartArt Tools or Design tabs, double-click the SmartArt graphic.

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