MO-100^{Q&As}

MO-100$^{Q\&As}$

Microsoft Word (Word and Word 2019)

Pass Microsoft MO-100 Exam with 100% Guarantee

Free Download Real Questions & Answers **PDF** and **VCE** file from:

https://www.passapply.com/mo-100.html

100% Passing Guarantee
100% Money Back Assurance

Following Questions and Answers are all new published by Microsoft
Official Exam Center

⚙ **Instant Download** After Purchase

⚙ **100% Money Back** Guarantee

⚙ **365 Days** Free Update
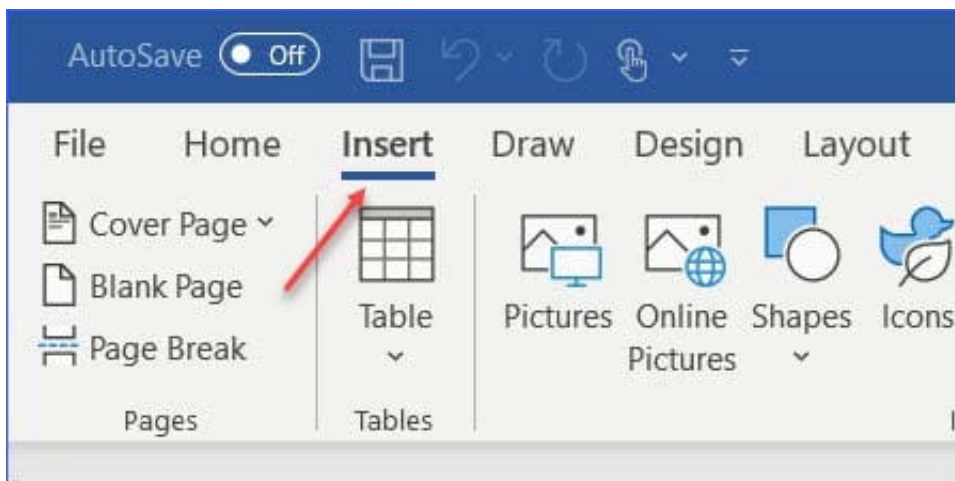
⚙ **800,000+** Satisfied Customers

QUESTION 1

You work for Fourth Coffee. You are finalizing a training manual for employees who will bake muffins for the coffee shop.

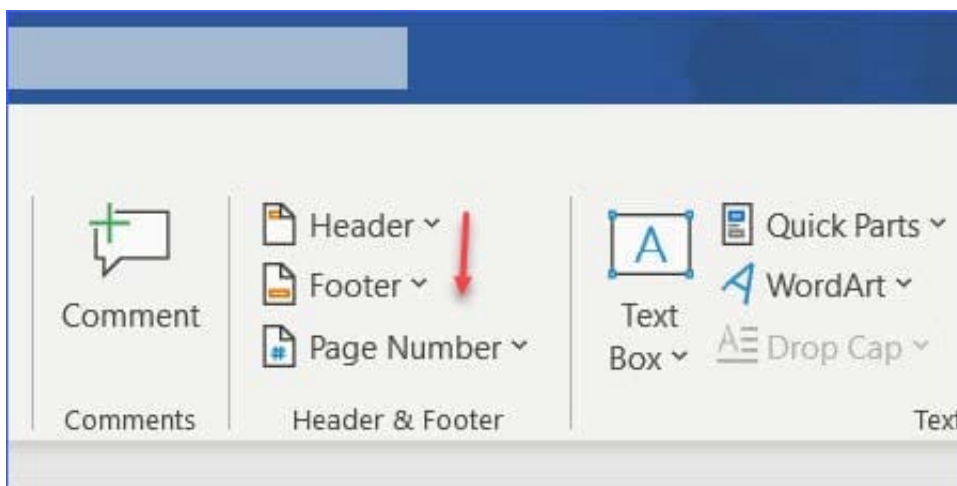Display the Integral header on all pages of the documents except page 1.

A. See the solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

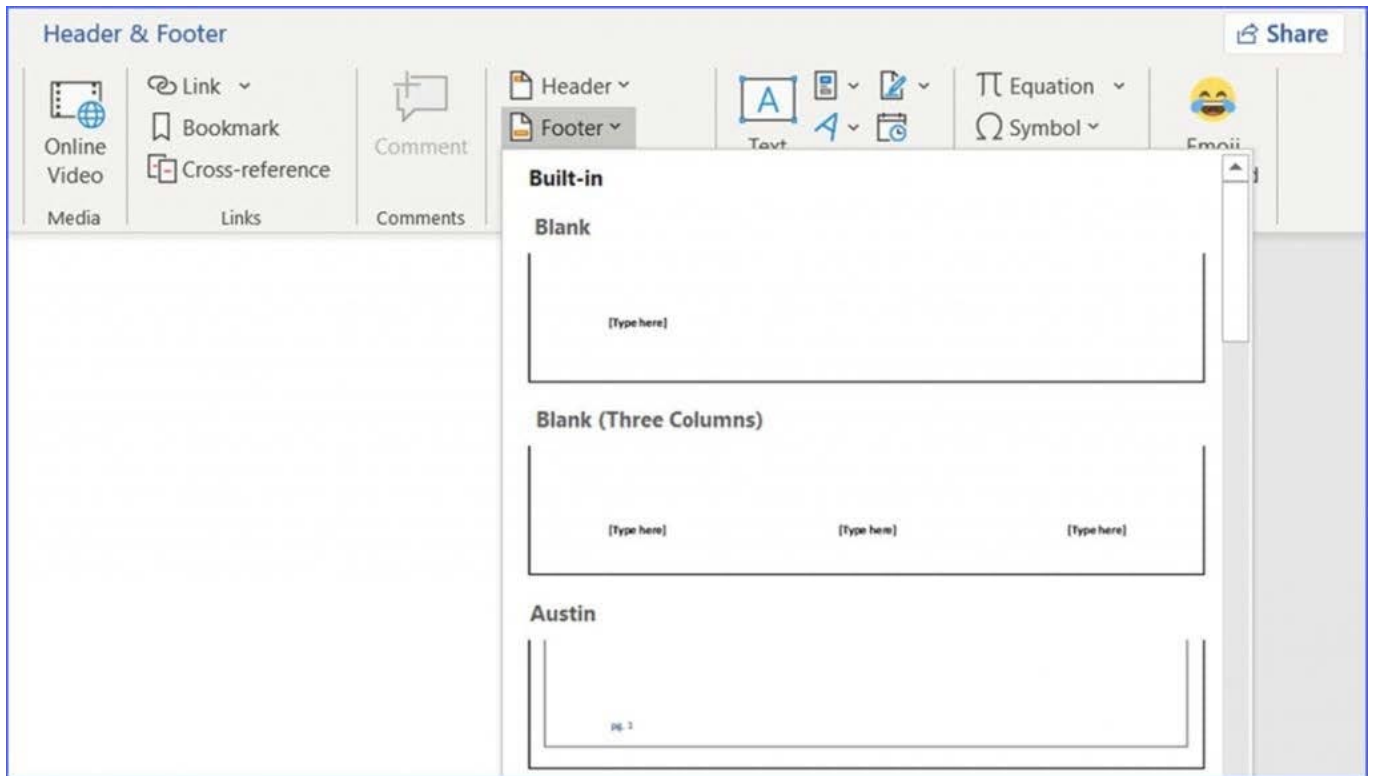Step 1: Click the "Insert" tab from the Ribbon;

Step 2: Click the "Header" (or "Footer") command from the "HeaderandFooter" section;
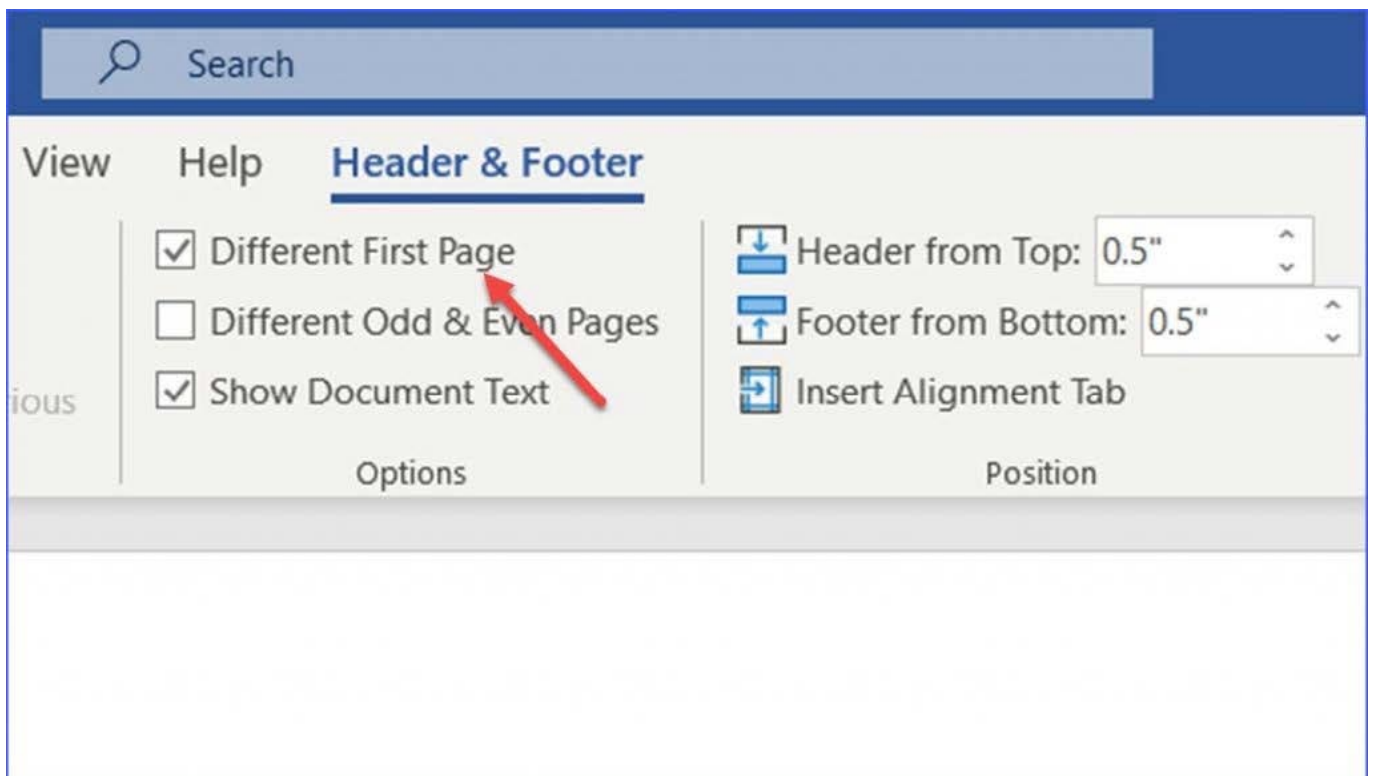
Step 3: Select one style from the drop-down list (e.g., the Austin style);

Step 4: In the "Design" tab (or Header and Footer tab if Microsoft 365) from the ribbon, check the "Different First Page" command;

Now the header or footer on the first page is different from all other pages. You can delete the contents and formatting

in the header or footer on the first page if you want to leave it empty.

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

You work for Tailspin Toys. You are creating an internal product announcement and training document. In the file properties , add ''animals'' as a category

A. See the Solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

1.

Click the File tab.

2.

Click Info.

3.

Click Properties at the top of the page, and then select Advanced Properties.

4.

Click the Custom tab.

5.

Click OK.

QUESTION 4

Set the line spacing to 1.4 lines for the entire document.

A. See the solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

1.

Select the paragraphs you want to change.

2.

Go to Home > Line and Paragraph Spacing.

3.

Choose the number of line spaces you want or select Line Spacing Options, and then select the options you want under Spacing.

QUESTION 5

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

[MO-100 VCE Dumps](#)   [MO-100 Study Guide](#)   [MO-100 Exam Questions](#)