



MO-100^{Q&As}

Microsoft Word (Word and Word 2019)

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QUESTION 1

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.

QUESTION 2

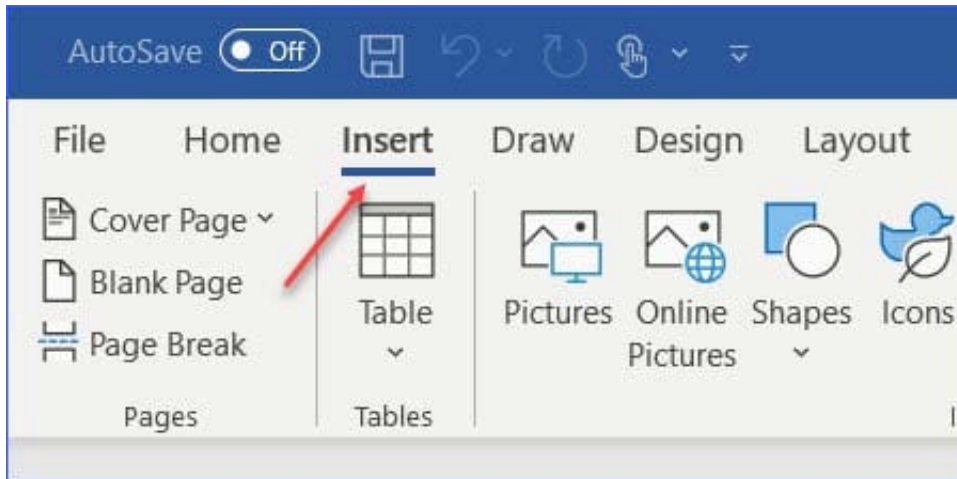
You work for Fourth Coffee. You are finalizing a training manual for employees who will bake muffins for the coffee shop.

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

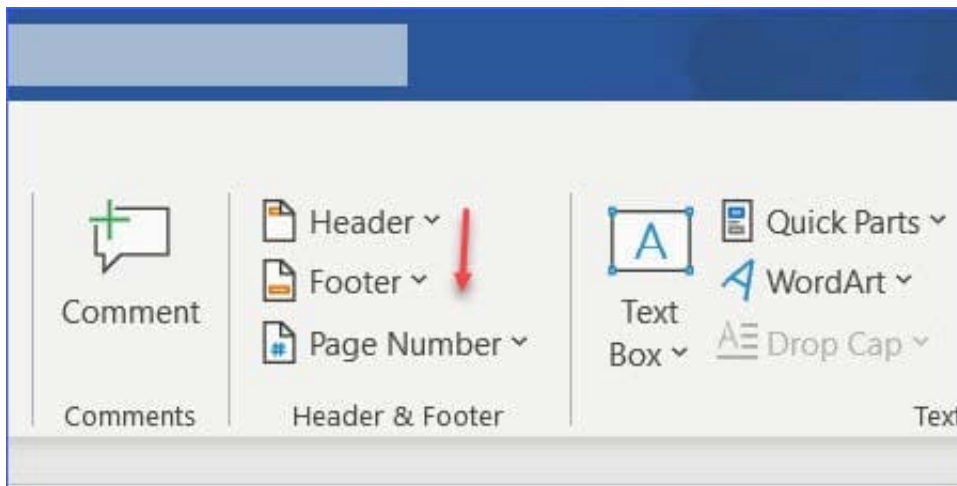
- A. See the solution below.
- B. Placeholder
- C. Placeholder
- D. Placeholder

Correct Answer: A

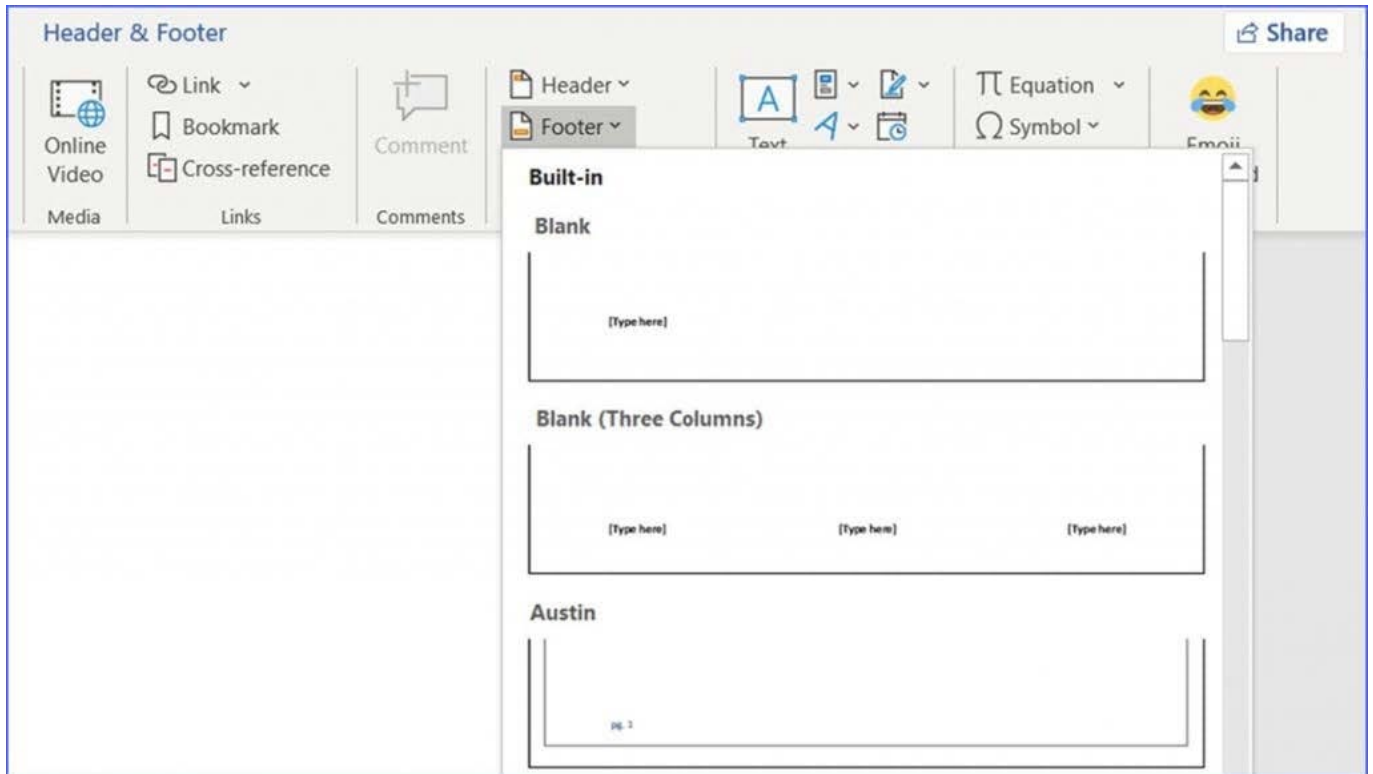
Step 1: Click the "Insert" tab from the Ribbon;



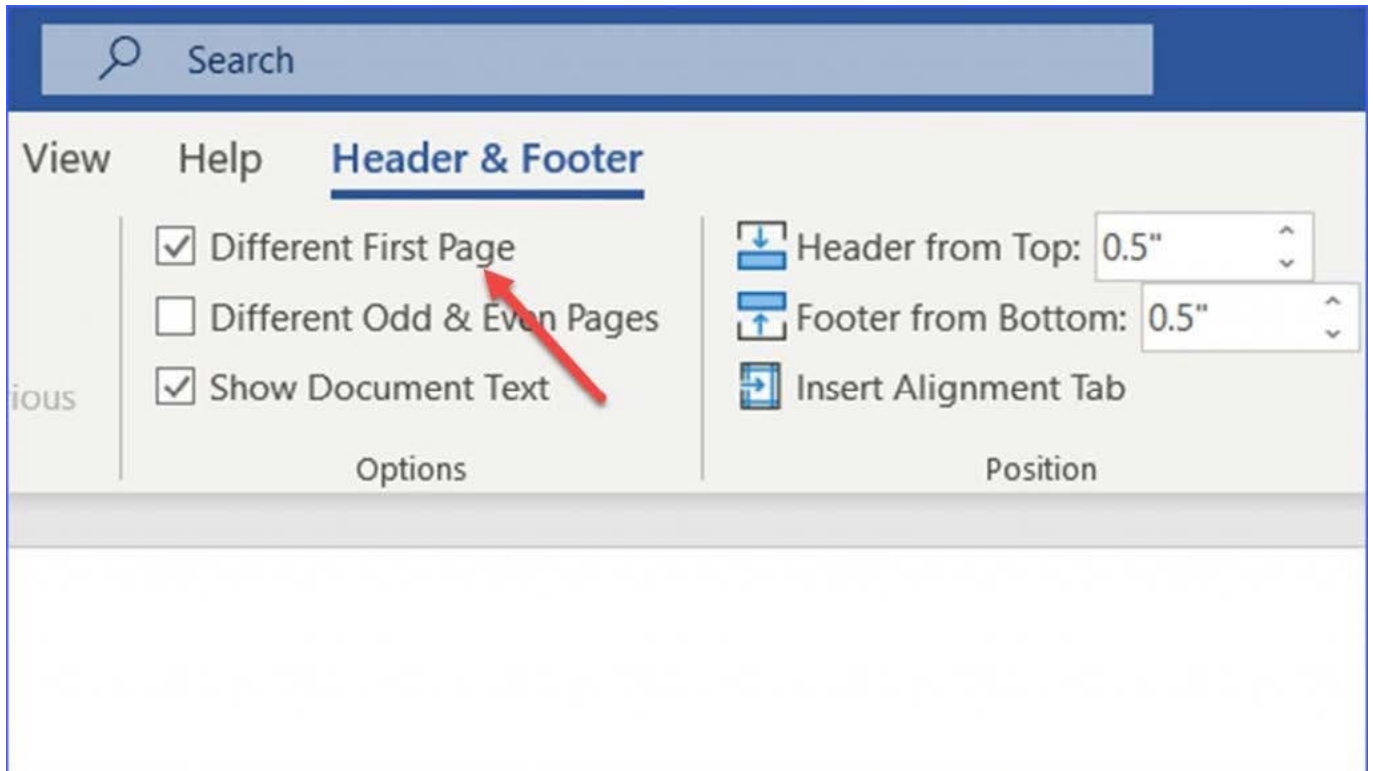
Step 2: Click the "Header" (or "Footer") command from the "HeaderandFooter" section;



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 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.

QUESTION 4

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 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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