



MO-100^{Q&As}

Microsoft Word (Word and Word 2019)

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QUESTION 1

Change the orientation of only page 3 to Landscape.

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

Correct Answer: A

1.

Place your cursor at the very beginning of the page that you would like to flip to landscape. (...

2.

Select "Layout" or "Page Layout" > "Breaks" > "Next Page" to create a section.

3.

Select the "Page Layout" tab and select "Orientation" > "Landscape".

QUESTION 2

You work for Woodgrove Bank. You are preparing a brochure that explains U.S bank account options for international student. Find the word '\\\\'automatic\\\\' and delete it from the document.

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

Correct Answer: A

Use Ctrl+F key to and find word "automatic" Once find and highlighted, delete it by using delete key.

QUESTION 3

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 4

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 5

In the "Basic dinosaur facts" section, apply the Pencil Sketch artistic effect to the fossil picture.

A. See the solution below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A



1.

Select the picture.

2.

Select Picture Tools > Format and select Artistic Effects.

3.

Hover over the options to preview them and select the one you want.

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