



MO-100^{Q&As}

Microsoft Word (Word and Word 2019)

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QUESTION 1

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 2

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 3

Use a Word feature to replace all instances of " Woodgrove Basic" with Woodgrove Plus":

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



D. Placeholder

Correct Answer: A

Go to Home > Replace or press Ctrl+H.

Enter the word "Woodgrove Basic" and Replace with "Woodgrove Plus"

QUESTION 4

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 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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