MO-101^{Q&As}

Microsoft Word Expert (Word and Word 2019)

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QUESTION 1

This project has only one task.

Combine the current document with the DonaitionLetter2 document from the Documents folder. Show the changes in the original document.

Do not accept or reject the tracked changes.

Note: Use Donationletter as the original document and DonationLelter2 as the revised document.

A. See the steps below.

B. PlaceHolder

C. PlaceHolder
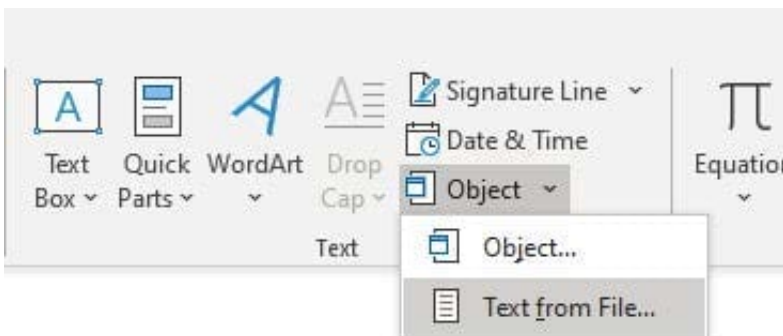
D. PlaceHolder

Correct Answer: A

If you have to combine separate Microsoft Word documents, you can copy and paste them together if they\\'re short, or merge them if they\\'re long.

Select the Insert tab.
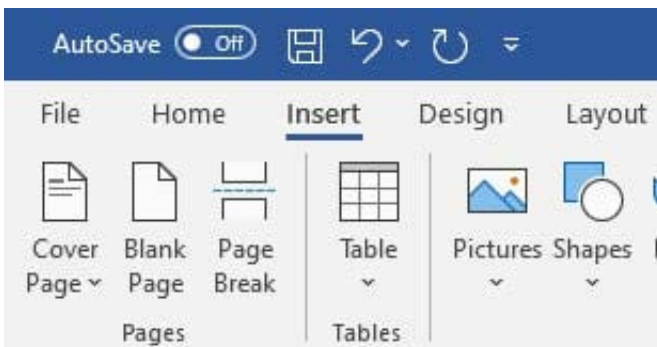
Screenshot of the Insert tab

Select Object, and then select Text from File from the drop-down menu.

Screenshot of the Text from File option.

Select the files to be merged into the current document. Press and hold Ctrl to select more than one document.

QUESTION 2

This project has only one task.

Modify the Digital Signature building block so that it insert content its own paragraph.

A. See the steps below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

If the desired building block does not appear in either location, you can select it from the Building Blocks Organizer, as follows: From the Insert tab, click Quick Parts and then click Building Blocks Organizer. The Building Blocks Organizer dialog box appears.

QUESTION 3

Edit the \\'Club\\' macro to change the macro name to "Footer".

A. See the steps below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Click on the new button to select it (or Ctrl+Click, if a macro has been assigned to the button).

Click in the Name Box, at the left of the Formula Bar.

Type a new name, to replace the existing butto name.

Press Enter, to complete the name change.

QUESTION 4

Configure formatting restrictions to allow users to apply only the Heading 1, Heading 2, Normal (Web), and Normal Indent styles. When prompted, answer No to retain all Styles currently in the document. Do not start enforcing protection, if you do, it will affect your ability to complete other tasks in this project.

A. See the steps below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Select the File tab in the ribbon.

Select the Info tab in the Backstage view.

Select the Protect Document button.

Select Restrict Editing in the drop-down menu.

Check Limit formatting to a selection of styles in the Restrict Editing task pane.

Select the Settings link.

Check Limit formatting to a selection of styles in the Formatting Restrictions dialog box

Check or uncheck the individual styles you want to allow from the Formatting Restrictions dialog box. Or, select one of the preset option buttons:

Select the OK button

QUESTION 5

To the right of "Figure 1\\'. select the paragraph that begins \\'Bellows College students\\'.

Configure the pagination options so that all lines of the paragraph will always stay together on the same page.

A. See the steps below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

You can keep all lines of a paragraph together on a page or in a column so that the paragraph is not split between two pages.

Select the lines that you want to keep together.

On the Format menu, click Paragraph, and then click the Line and Page Breaks tab.

Select the Keep lines together check box.