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# MO-101<sup>Q&As</sup>

Microsoft Word Expert (Word and Word 2019)

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**QUESTION 1**

You are creating lab safety documentation for Bellows College. Enable only digitally signed macros in the document.

A. See the steps below

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Click the File tab.

In the Security Warning area, click Enable Content.

Select Advanced Options.

In the Microsoft Office Security Options dialog box, click Enable content for this session for each macro.

Click OK.

**QUESTION 2**

You are creating a newsletter tor Adventure Works Cycles to promote an outdoor adventure club. Change the style of all content that is formatted with the Emphasis style to the Intense Emphasis style.

A. See the steps below:

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

From the Design tab, click the More drop-down arrow in the Document Formatting group.

Choose the desired style set from the drop-down menu.

The selected style set will be applied to your entire document.

**QUESTION 3**

This project has only one task.

Configure the document to force the tracking of changes. Require the entry of the password \\'789\\'\\' to stop tracking changes.

A. See the steps below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

On the Review tab, go to Tracking and select Track Changes.Track Changes in the Tracking panel

**QUESTION 4**

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 5**

Modify the Subtitle style to apply a solid Green Accent 5 text till effect and a solid Black. Text 1, Lighter 25% text outline effect. Save the style changes in this document only.

A. See the explanation:

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

On the Design tab, click Colors, and then choose a different set of colors. The colors you see on the menu that appears