



MO-101^{Q&As}

Microsoft Word Expert (Word and Word 2019)

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QUESTION 1

This project has only one task.

Select the "Bellows College" and "Department of Chemistry" paragraphs. Save the selected text as a Quick Part named Chemistry header. Save the Quick Part in the Bellows template, in a custom category named "Departments".

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

Correct Answer: A

Select the phrase, sentence, or other portion of your document that you want to save to the gallery.

On the Insert tab, in the Text group, click Quick Parts, and then click Save

Selection to Quick Part Gallery, change the name and add a description if you like, and click OK.

Note: To save a selection as AutoText, on the Insert tab, in the Text group, click Quick

Parts > AutoText > Save Selection to AutoText Gallery.

QUESTION 2

Create a mail merge recipient list that contains one entry with the first name "Paula" and the last name "Bento". Save the list in the default folder as "Snowboarders". Leave the field structure of the recipient list intact.

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

Correct Answer: A

Click the Mailings tab.

Click the Start Mail Merge button.

Select Step-by-Step Mail Merge Wizard.

The Mail Merge pane appears on the right, ready to walk you through the mail merge.

Select a type of document to create.

Click Next: Starting document.



QUESTION 3

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 4

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 5

Save the design elements in the documents as a custom theme named "LabTheme". Save the theme file in the default location.

- A. See the steps below.



B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

Click File > Open.

Double-click This PC. (In Word 2013, double-click Computer).

Browse to the Custom Office Templates folder that's under My Documents.

Click your template, and click Open.

Make the changes you want, then save and close the template.

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