MO-101 Q&As

Microsoft Word Expert (Word and Word 2019)

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QUESTION 1

Create a character style named ''Warning'' that applies the Arial Black font and Color Dark Red (from the Standard Color palette).

A. See the steps below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

On the Page Layout tab in Excel or the Design tab in Word, click Colors, and then click Customize Colors.

Click the button next to the theme color you want to change (for example, Accent 1 or Hyperlink), and then pick a color under Theme Colors.

Change a theme color

To create your own color, click More Colors, and then pick a color on the Standard tab, or enter numbers or select a color on the Custom tab.

1.

In the Sample pane, preview the changes that you made.

2.

Repeat this for all the colors you want to change.

3.

In the Name box, type a name for the new theme colors, and click Save.

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

in the document footer configure the FileName field to display the file path in front of the file name. Note: Modify the field property. Do not add another field.

A. See the steps below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Open Microsoft Word.

Click the "Insert" tab.

From the "Header and Footer" group, click [Header] or [Footer].

From the drop-down menu, choose a Header or Footer style.

Return to the "Insert" tab.

From the "Text" group, click [Quick Parts] > Select "Field..."

Under "Field names," select "FileName."

In the "Field properties" section, select a format.

In the "Field options" section, check "Add path to filename." The file name will now appear in the header or footer.

QUESTION 4

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.

QUESTION 5

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.

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