MO-101^Q&As

Microsoft Word Expert (Word and Word 2019)

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QUESTION 1

In the \\'Our Team" section, select the first instance of \\'Team Builder and record a macro named \\'\\'\\'Role\\'\\'\\' that applies bold and italic formatting of the selected text. Then stop recording. Store the macro in the current document.

A. See the steps below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Select the View tab, then click Macros > Record Macro.

B. In the Record Macro dialog box, enter a macro name and description. Follow these rules for the name:

Macro names must begin with a letter and use either letters or numerals. You cannot use spaces, non-alphanumeric characters, or periods.

Macro names can be 80 characters maximum

Macro names cannot conflict with the program\\'s reserved commands or keywords such as Print, Save, Copy, Paste.

Descriptions are just notes that summarize the macro\\'s function.

C. For the Store Macro In field, choose All Documents to run this macro in all of your Word documents, or select the current document (displayed by filename) to use this macro in the current document only. Click OK.

D. Next, in the Assign Macro To panel, click Button or Keyboard (shortcut) for the method used to access and run the macro.

QUESTION 2

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 3

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.

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