



MO-101^{Q&As}

Microsoft Word Expert (Word and Word 2019)

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QUESTION 1

Mark an index entry for the "ABOUT US" heading immediately after the text.

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

Correct Answer: A

These steps show you how to mark words or phrases for your index, but you can also Mark index entries for text that spans a range of pages.

Select the text you'd like to use as an index entry, or just click where you want to insert the entry.

On the References tab, in the Index group, click Mark Entry. Mark entry

You can edit the text in the Mark Index Entry dialog box. Mark Index Entry dialog box

Click Mark to mark the index entry. To mark this text everywhere it shows up in the document, click Mark All.

To mark additional index entries, select the text, click in the Mark Index Entry dialog box, and then repeat steps 3 and 4.

QUESTION 2

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 3

in the Index section, update the index to include all marked index entries in the document.



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

Correct Answer: A

To update the index, click the index, and then press F9. Or click Update Index in the Index group on the References tab.

QUESTION 4

Display the caption "Figure 2 Patricia Doyle and friend" below the second photo in the document. Note: Word automatically adds the text Figure 2.

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

Correct Answer: A

Select the object (table, equation, figure, or another object) that you want to add a caption to.

On the References tab, in the Captions group, click Insert Caption.

In the Label list, select the label that best describes the object, such as a figure or equation.

QUESTION 5

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.

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