



MO-101^{Q&As}

Microsoft Word Expert (Word and Word 2019)

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QUESTION 1

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 2

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 button name.

Press Enter, to complete the name change.

QUESTION 3



Save the styles in the document as a style set named Wells". Save the style set file in the default location.

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

Correct Answer: A

Select the whole document.

Then click "Home".

Next, click "Change Styles".

On the drop-down menu, choose "Style Set" option.

Click "Save as Quick Style Set"

Now, the "Save as Quick Style Set" window will pop up. Type the file name in text box.

Click "Save"

QUESTION 4

You are creating a newsletter for 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 5

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.