



# MO-101<sup>Q&As</sup>

Microsoft Word Expert (Word and Word 2019)

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### QUESTION 1

Modify the Subtitle style to apply a solid Green Accent 5 text fill 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

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### QUESTION 2

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.

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### 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.

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#### QUESTION 4

You are creating a brochure for potential clients of VanArshdel, Ltd.

In the "Team Building" section, set the proofing language for the word "expeditions" to French (France).

A. See the steps below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

1.

Select the Home tab in the ribbon.

2.

Select the dialog box launcher in the Styles group.

3.

Select the Options button in the Styles task pane.

4.



Select All styles in the Select styles to show drop-down menu in the Style Pane Options dialog box.

5.

Select the OK button to close the Style Pane Options dialog box.

6.

Scroll to Comment Text in the Styles task pane; hold your cursor over Comment Text to reveal the options arrow.

7.

Select the options arrow and then select Modify from the drop-down menu.

8.

Select the Format button in the Modify Style dialog box.

9.

Select Language in the drop-down menu.

10.

Select English (or another preferred language) in the Mark selected text as drop-down menu in the Language dialog box.

11.

Uncheck Do not check spelling or grammar to ensure that Word will include your comments in spelling and grammar checks.

12.

Select the OK button to close the Language dialog box.

13.

Select the OK button to close the Modify Style dialog box.

14.

Save, close, and then reopen the document to activate your new comment review settings.

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## QUESTION 5

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.

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