MO-101^{Q&As}

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Microsoft Word Expert (Word and Word 2019)

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QUESTION 1

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 2

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 3

This project has only one task.

Combine the current document with the DonaitionLetter2 document from the Documents folder. Show the changes in the original document.

Do not accept or reject the tracked changes.

Note: Use Donationletter as the original document and DonationLelter2 as the revised document.
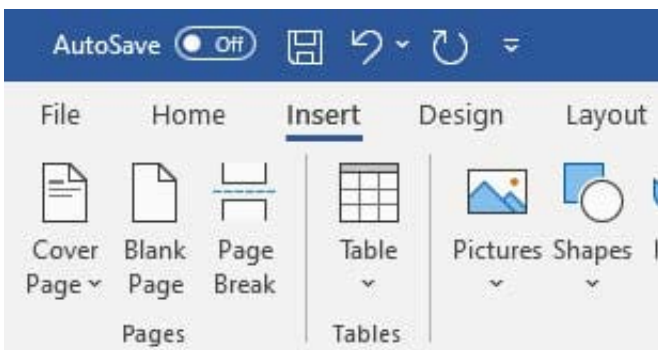
A. See the steps below.

B. PlaceHolder

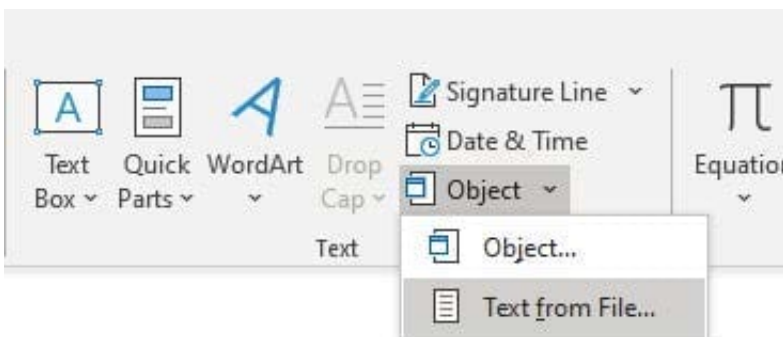C. PlaceHolder

D. PlaceHolder

Correct Answer: A

If you have to combine separate Microsoft Word documents, you can copy and paste them together if they\\'re short, or merge them if they\\'re long.

Select the Insert tab.

Screenshot of the Insert tab

Select Object, and then select Text from File from the drop-down menu.

Screenshot of the Text from File option.

Select the files to be merged into the current document. Press and hold Ctrl to select more than one document.

QUESTION 4

Connect to the MailingList mail merge data source in the Documents folder. Preview the merge results for record 1.

A. see the explanation below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

in the Data Connection Wizard to complete the data connection to the merge document.

QUESTION 5

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

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