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QUESTION 1

At the end of the documents, change the line spacing of the last two paragraphs to exactly 14 pt.

A. Check the solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Select Last two paragraphs to update. ...

Go to Home > Line and Paragraph Spacing.

Select Line Spacing Options and choose an option in the Line spacing box.

Adjust the Before and After settings to change spacing between paragraphs.

Select OK.

QUESTION 2

You are preparing a brochure for Southridge Video. You plan to distribute the brochure electronically and in print. Apply the centered style set to the document.

A. See the Solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

On the Design tab, point to one of the style sets in the Style Sets gallery in the Document Formatting group.

The new style set is previewed in your document\\'s existing text.

Click the style set you want.

If you don\\'t like any of the choices displayed, click the More button for the gallery to open the full gallery of choices. Notice that you can reset to the default style set from this gallery menu, or save the current settings as a new style set.

QUESTION 3

In the " Fill Material" section, resize the table so that each column is "2.2" (\\\'5.59 cm") wide.

A. See the Solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Select your table.

On the Layout tab, in the Cell Size group, Resize column "2.2" wide.

QUESTION 4

In the blank paragraph after the document title, insert a table of contents. Use the Automatic Table 1 style.

A. See the Solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

References : TABLE OF CONTENTS -TC option -Automatic Table 1

QUESTION 5

In the ''Making moments last forever1'' section, convert the five paragraphs starting with ''Corporate events'' to a bulleted list.

A. See the Solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Select the text you want to change into a list. Go to Home> Bullets or Home> Numbering.

QUESTION 6

In the ''More dinosaurs facts'' section, change the list level for ''Velociraptor'' to Level 3.

A. See the Solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

1.

Place your cursor within the list item you wish to change to a different level.

2.

Under the "Home" tab, locate the "Paragraph" group > Click the [Numbering] or [Bullets] icon.

3.

Within the drop-down menu, click "Change List Level" > Click the level of organization you would like to apply to the selected list item.

QUESTION 7

In the " Manufacturing Process" section, assign the alt text description "Process flow" to the SmartArt graphic, (Be sure to select the entire SmartArt graphic.)

A. See the Solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

To add alt text in Word, open your document and select the object to which you want to add the alternative text.

QUESTION 8

You work for Contoso Pharmaceuticals. You are creating a report that describes a new medicine.

Check the document for accessibility issues.Correctthe table-related issue reporting in the inspection results by using the first recommended action.

Do not fix other reporting issues.

A. See the Solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Select File > Info.

Select the Check for Issues button.

QUESTION 9

Change the orientation of only page 3 to Landscape.

A. See the Solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

1.

Place your cursor at the very beginning of the page that you would like to flip to landscape. (...

2.

Select "Layout" or "Page Layout" > "Breaks" > "Next Page" to create a section.

3.

Select the "Page Layout" tab and select "Orientation" > "Landscape".

QUESTION 10

In the "Banking Fees" section, convert the tab-delimited text to a two-column table. Accept the default AutoFit behavior.
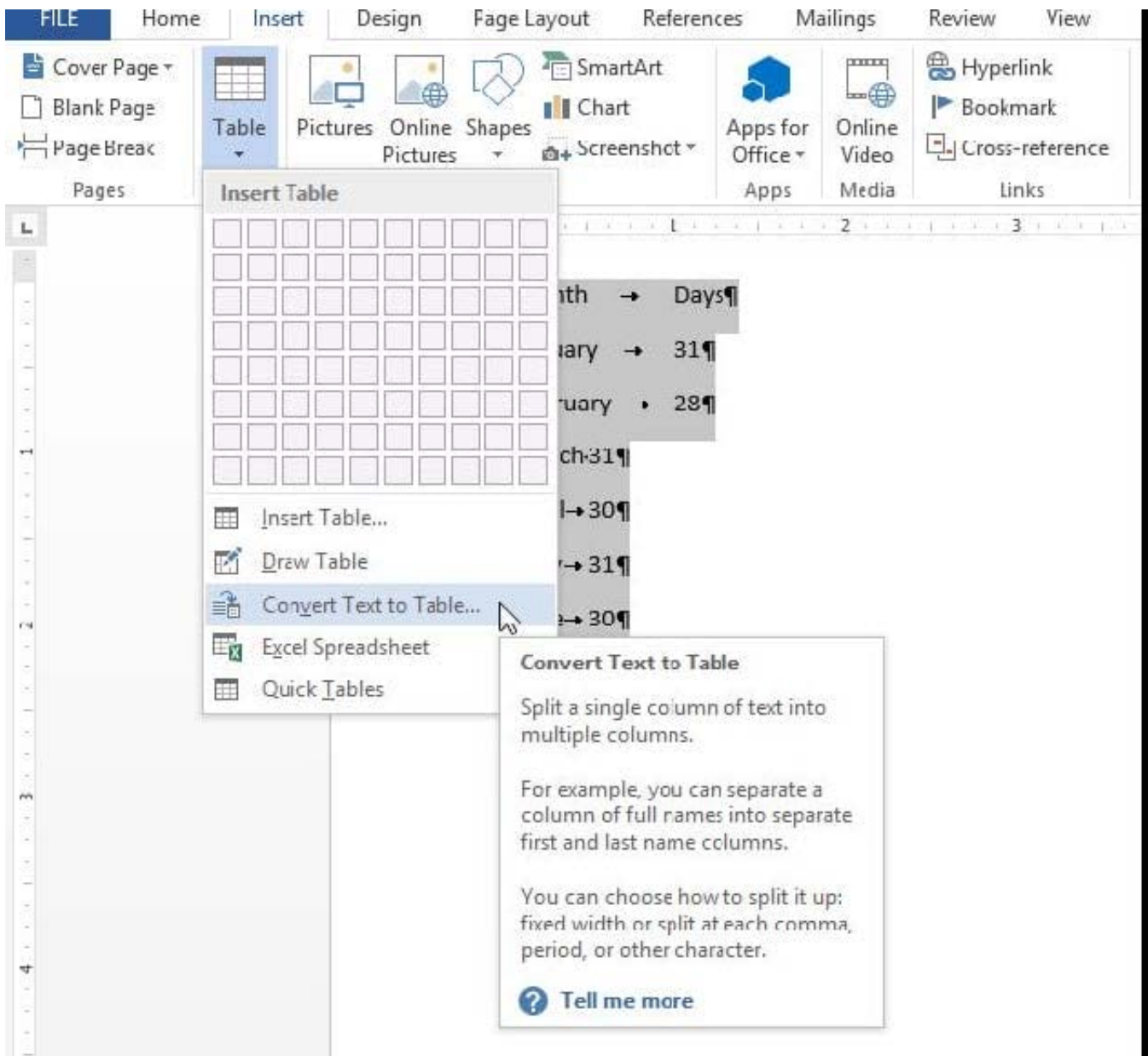
A. See the Solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Click the Insert tab and click Table in the Table section. Select Convert Text to Table from the drop-down menu.

On the Convert Text to Table dialog box, the Number of columns should already be set to 2 if you have only one tab between each item on each line. The Number of rows is automatically calculated.
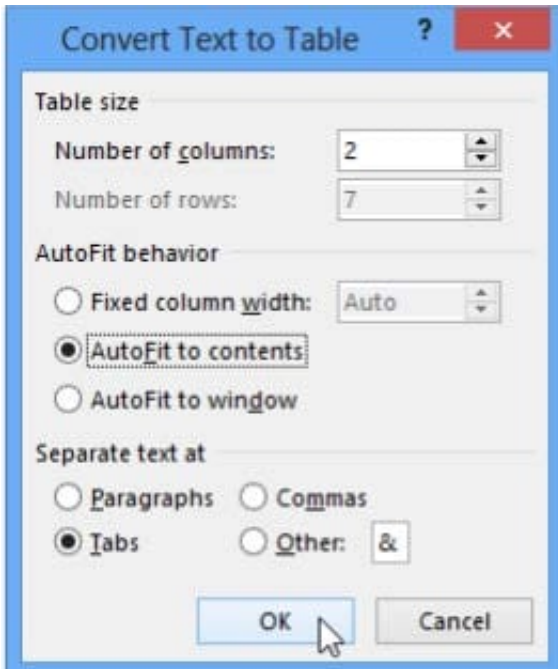
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