



MO-101^{Q&As}

Microsoft Word Expert (Word and Word 2019)

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QUESTION 1

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

QUESTION 2

This project has only one task.

Modify the Digital Signature building block so that it insert content its own paragraph.

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

Correct Answer: A

If the desired building block does not appear in either location, you can select it from the Building Blocks Organizer, as follows: From the Insert tab, click Quick Parts and then click Building Blocks Organizer. The Building Blocks Organizer



dialog box appears.

QUESTION 3

Configure the Hyphenation settings to hyphenate the document automatically. Configure line numbering to start at the top of each page.

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

Correct Answer: A

On the Tools menu, click Hyphenation.

Select the Automatically hyphenate document check box.

In the Hyphenation zone box, enter the amount of space to leave between the end of the last word in a line and the right margin.

QUESTION 4

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

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.

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