



MO-100^{Q&As}

Microsoft Word (Word and Word 2019)

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QUESTION 1

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 2

You work for Woodgrove Bank. You are preparing a brochure that explains U.S bank account options for international student. Find the word "automatic" and delete it from the document.

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

Correct Answer: A

Use Ctrl+F key to and find word "automatic" Once find and highlighted, delete it by using delete key.

QUESTION 3

In the "Depaning" section, insert a thermometer symbol before the phrase "The muffin tray will still be hot!". Use the Webdings font and character code "225" (the thermometer symbol).

- A. See the Solution below.
- B. Placeholder



C. Placeholder

D. Placeholder

Correct Answer: A

You might want to insert a degree symbol when you write about temperatures or measurements in Word. You can do this by using the Symbol drop-down menu or the keyboard shortcut, Alt + 0176

QUESTION 4

In the "Overview" section, apply the Soft Round bevel shape effect 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 create a new line of bulleted text in the Text pane, press Enter. To indent a line in the Text pane, select the line that you want to indent, and then under SmartArt Tools, on the Design tab, click Demote. To negatively indent a line, click

Promote. You can also press Tab to indent or Shift+Tab to negatively indent from within the Text pane.

If you don't see the SmartArt Tools or Design tabs, double-click the SmartArt graphic.

QUESTION 5

You work for Tailspin Toys. You are creating an internal product announcement and training document. In the file properties, add "animals" as a category

A. See the Solution below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

1.

Click the File tab.



2.

Click Info.

3.

Click Properties at the top of the page, and then select Advanced Properties.

4.

Click the Custom tab.

5.

Click OK.

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