



MO-100^{Q&As}

Microsoft Word (Word and Word 2019)

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QUESTION 1

In the "Geologic eras" section, sort the table data by "Geologic period" (Ascending) and then by "Dinosaur" (Ascending).

A. See the Solution below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

Select a cell within the data.

Select Home > Sort and Filter. Or, select Data > Sort.

Select an option: Sort A to Z - sorts the selected column in an ascending order. Sort Z to A - sorts the selected column in a descending order.

QUESTION 2

In the "Savings Accounts" section, delete the comment that is attached to the text "\$3,000".

A. See the Solution below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

1.

Click the Review tab.

2.

Click the Next Comment or Previous Comment button to locate the offending comment. Upon success, the comment is highlighted in the markup area.

3.

In the Comments area, choose Delete Delete.

4.

Repeat Steps 2 and 3 to remove additional comments.



QUESTION 3

In the "Description" section, Insert a new placeholder citation with the name "Manufacturing1" at the end of the second paragraph after the heading.

A. See the Solution below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

To add a citation placeholder in Word, place your cursor at the point in your document where you want to insert the citation placeholder. Then click the "References" tab in the Ribbon. Then click the "Insert Citation" drop-down button in

the "Citations and Bibliography"

QUESTION 4

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

Check the document for accessibility issues. Correct the 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 5

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.

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