



MO-100^{Q&As}

Microsoft Word (Word and Word 2019)

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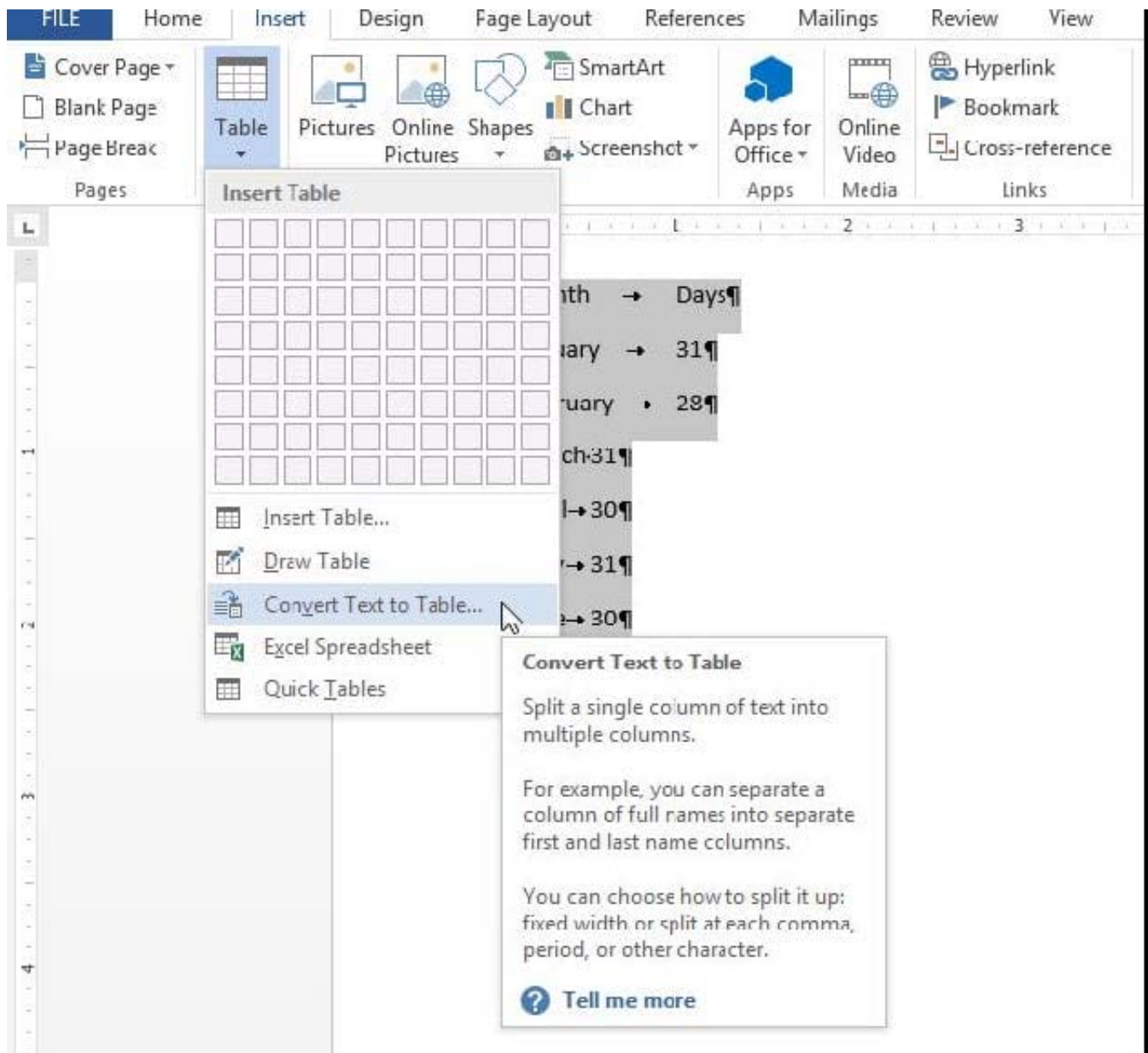
QUESTION 1

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

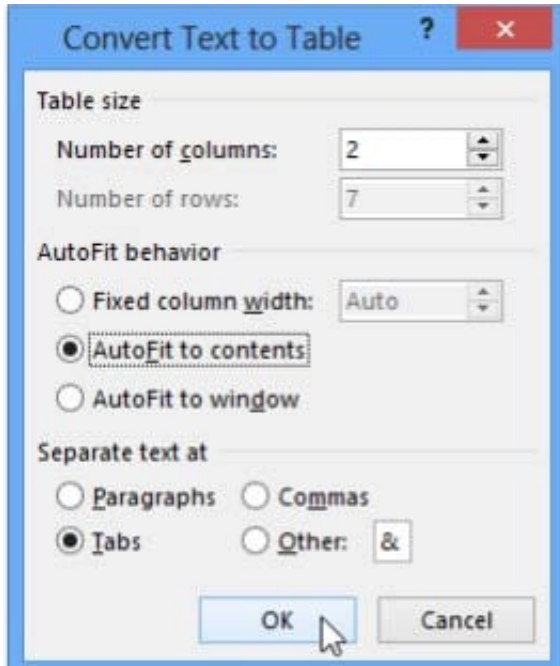
Correct Answer: A

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.



QUESTION 2

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 3

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 4

Split the four paragraphs the picture into two columns with column spacing of '0.3' ("0.8 cm").

A. Check the solution below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

On the Page Layout or Layout tab, click Columns. At the bottom of the list, choose More Columns.

In the Columns dialog box, adjust the settings under Width and spacing to choose your column width and the spacing between columns.

QUESTION 5

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.

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