



MO-100^{Q&As}

Microsoft Word (Word and Word 2019)

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QUESTION 1

In the "Contact Us" section, merge the cells in the first table row.

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

Correct Answer: A

Select the cells that you want to merge. Under Table Tools, on the Layout tab, in the Merge group, click Merge Cells.

QUESTION 2

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 3

In the "Top Sellers" section, continue the numbering of the list at the top of the second column, so the list items are numbered from 1 through 6.

- A. See the solution below.
- B. Placeholder
- C. Placeholder



D. Placeholder

Correct Answer: A

Select the second column and insert number

QUESTION 4

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 5

Apply the Intense Emphasis style to the paragraph after the picture.

A. Check the solution below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

Select the text you want to format.

On the Home tab, point to a style to preview it.

Select a style.

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