



MO-100^{Q&As}

Microsoft Word (Word and Word 2019)

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QUESTION 1

In the "Event Package" section, insert a footnote to the right of the heading. Enter the footnote text "Includes digital files."

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

Correct Answer: A

Click where you want to reference to the footnote or endnote.

On the References tab, select Insert Footnote or Insert Endnote.

Enter what you want in the footnote or endnote.

Return to your place in the document by double-clicking the number or symbol at the beginning of the note.

QUESTION 2

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 3

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 4

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 5

In the "Serving" section, change the text wrapping for the picture to Square.

A. See the solution below.

B. Placeholder



C. Placeholder

D. Placeholder

Correct Answer: A

Select the picture.

Select Layout Options.

Select the layout you want.

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