MO-100^{Q&As}

Microsoft Word (Word and Word 2019)

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QUESTION 1

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.

QUESTION 2

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.

QUESTION 3

You are preparing a brochure for Southridge Video. You plan to distribute the brochure electronically and in print. Apply the centered style set to the document.

A. See the Solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

On the Design tab, point to one of the style sets in the Style Sets gallery in the Document Formatting group.

The new style set is previewed in your document\'s existing text.

Click the style set you want.

If you don\'t like any of the choices displayed, click the More button for the gallery to open the full gallery of choices. Notice that you can reset to the default style set from this gallery menu, or save the current settings as a new style set.

QUESTION 4

Accept all tracked insertion and deletions, Reject all formatting changes.

A. See the Solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Make sure the Review tab of the ribbon is displayed.

Click the Show Markup tool (in the Tracking group). ...

Clear all the checkmarks, except the Formatting checkmark. ...

Click the down-arrow under the Accept tool (in the Changes group). ...

Choose Accept All Changes Shown.

QUESTION 5

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.

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