# MO-100<sup>Q&As</sup>

Microsoft Word (Word and Word 2019)

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**QUESTION 1**

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.

**QUESTION 2**

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 3**

This project has only one task.

You have been assigned the task of keeping meeting, notes for your company\\'s Board of Directors.

Save a copy of the document as a Word 2019 template named "Notes" that is compatible with the latest Word features and does not support macros. Save the template file in the default location.

A. See the Solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

1.

Open the Word document that you want to inspect for hidden data and personal information.

2.

Click the File tab, click Save As, and then type a name in the File name box to save a copy of your original document.

3.

In the copy of your original document, click the File tab, and then click Info.

4.

Click Check for Issues, and then click Inspect Document.

5.

In the Document Inspector dialog box, select the check boxes to choose the types of hidden content that you want to be inspected.

6.

Click Inspect.

7.

Review the results of the inspection in the Document Inspector dialog box.

8.

Click Remove All next to the inspection results for the types of hidden content that you want to remove from your document

**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**

In the " Description" section, use the 3D Models feature to insert the PillPack model from the 3D objects folder into the blank paragraph. Position the model in Line with Text.

A. See the Solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

On the Insert tab, in the Illustrations group, click 3D Models > From a File.

Navigate to where your 3D object is, select it and click Insert.
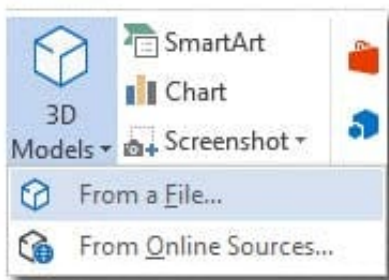


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