



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

Microsoft Word (Word and Word 2019)

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### QUESTION 1

In the "Description" section, Insert a new placeholder citation with the name "Manufacturing1" at the end of the second paragraph after the heading.

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

Correct Answer: A

To add a citation placeholder in Word, place your cursor at the point in your document where you want to insert the citation placeholder. Then click the "References" tab in the Ribbon. Then click the "Insert Citation" drop-down button in

the "Citations and Bibliography"

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### QUESTION 2

The owner of Margie's Travel has asked you to finish formatting an event flyer. Add a 3 pt DarkBlue, Accent1 Box page border to the whole documents.

- A. Check the solution below.
- B. Placeholder
- C. Placeholder
- D. Placeholder

Correct Answer: A

Go to Design > Page Borders.

Make selections for how you want the border to look.

To adjust the distance between the border and the edge of the page, select

Options. Make your changes and select OK.

Select OK.

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### QUESTION 3

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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#### QUESTION 4

In the " Manufacturing Process" section, assign the alt text description "Process flow" 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 add alt text in Word, open your document and select the object to which you want to add the alternative text.

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#### QUESTION 5

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



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