



MO-100^{Q&As}

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

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.

QUESTION 3

Use a Word feature to replace all instances of " Woodgrove Basic" with Woodgrove Plus":

- A. See the Solution below.



B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

Go to Home > Replace or press Ctrl+H.

Enter the word "Woodgrove Basic" and Replace with "Woodgrove Plus"

QUESTION 4

In the blank paragraph after the document title, insert a table of contents. Use the Automatic Table 1 style.

A. See the Solution below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

References : TABLE OF CONTENTS -TC option -Automatic Table 1

QUESTION 5

In the "Basic dinosaur facts" section, apply the Pencil Sketch artistic effect to the fossil picture.

A. See the solution below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

1.

Select the picture.

2.

Select Picture Tools > Format and select Artistic Effects.

3.

Hover over the options to preview them and select the one you want.



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