MO-100^{Q&As}

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Microsoft Word (Word and Word 2019)

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QUESTION 1

Set the line spacing to 1.4 lines for the entire document.

A. See the solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

1.

Select the paragraphs you want to change.

2.

Go to Home > Line and Paragraph Spacing.

3.

Choose the number of line spaces you want or select Line Spacing Options, and then select the options you want under Spacing.

QUESTION 2

In the ''Geologic eras'' section, sort the table data by ''Geologic period'' (Ascending) and then by ''Dinosaur'' (Asending).

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.
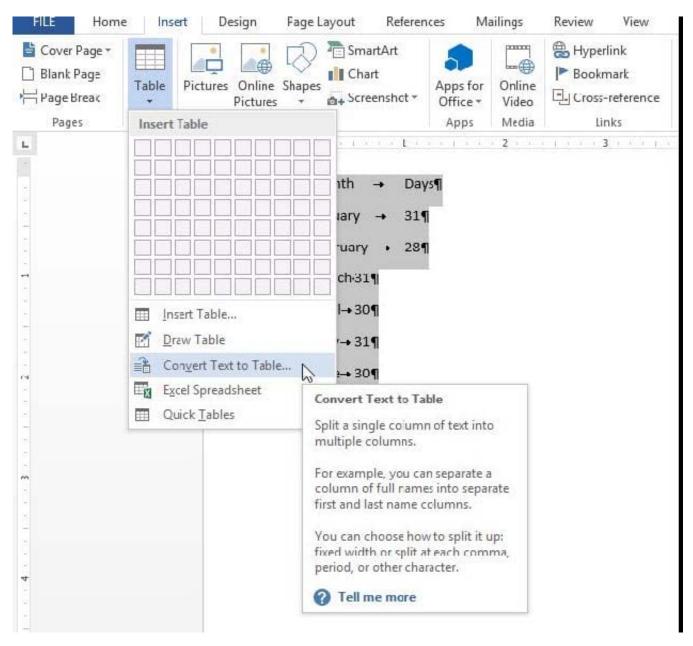
QUESTION 3

In the "Banking Fees" section, convert the tab-delimited text to a two-column table. Accept the default AutoFit behavior.

A. See the Solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Click the Insert tab and click Table in the Table section. Select Convert Text to Table from the drop-down menu.

On the Convert Text to Table dialog box, the Number of columns should already be set to 2 if you have only one tab between each item on each line. The Number of rows is automatically calculated.

QUESTION 4

In the ''Kids love dinosaurs'' section, copy the formatting of the first paragraph and apply it to the second paragraph.

A. See the Solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

On the Home tab, in the Clipboard group, click Copy Formatting. Select the paragraph(s)

where you want to replace the formatting. On the Home tab, in the Clipboard group, click Paste, or use the keyboard shortcut Ctrl+V.

QUESTION 5

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"