



MO-101^{Q&As}

Microsoft Word Expert (Word and Word 2019)

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QUESTION 1

Save the design elements in the documents as a custom theme named "LabTheme". Save the theme file in the default location.

A. See the steps below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

Click File > Open.

Double-click This PC. (In Word 2013, double-click Computer).

Browse to the Custom Office Templates folder that's under My Documents.

Click your template, and click Open.

Make the changes you want, then save and close the template.

QUESTION 2

This project has only one task.

Combine the current document with the DonationLetter2 document from the Documents folder. Show the changes in the original document.

Do not accept or reject the tracked changes.

Note: Use Donationletter as the original document and DonationLetter2 as the revised document.

A. See the steps below.

B. Placeholder

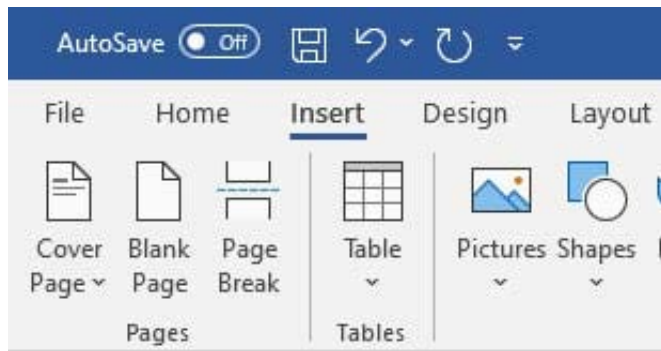
C. Placeholder

D. Placeholder

Correct Answer: A

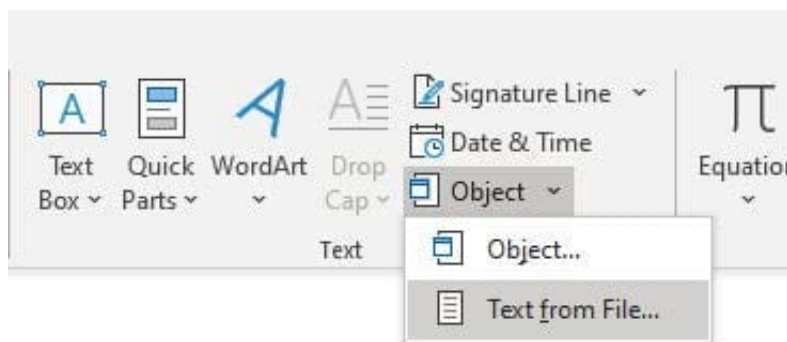
If you have to combine separate Microsoft Word documents, you can copy and paste them together if they're short, or merge them if they're long.

Select the Insert tab.



Screenshot of the Insert tab

Select Object, and then select Text from File from the drop-down menu.



Screenshot of the Text from File option.

Select the files to be merged into the current document. Press and hold Ctrl to select more than one document.

QUESTION 3

in the \ Index section, update the index to include all marked index entries in the document.

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

Correct Answer: A

To update the index, click the index, and then press F9. Or click Update Index in the Index group on the References tab.

QUESTION 4



Save the styles in the document as a style set named Wells". Save the style set file in the default location.

A. See the steps below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

Select the whole document.

Then click "Home".

Next, click "Change Styles".

On the drop-down menu, choose "Style Set" option.

Click "Save as Quick Style Set"

Now, the "Save as Quick Style Set" window will pop up. Type the file name in text box.

Click "Save"

QUESTION 5

This project has only one task.

Modify the Digital Signature building block so that it insert content its own paragraph.

A. See the steps below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

If the desired building block does not appear in either location, you can select it from the Building Blocks Organizer, as follows: From the Insert tab, click Quick Parts and then click Building Blocks Organizer. The Building Blocks Organizer dialog box appears.

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