



MO-101^{Q&As}

Microsoft Word Expert (Word and Word 2019)

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QUESTION 1

You are creating a brochure for potential clients of VanArshdel, Ltd.

In the “Team Building” section, set the proofing language for the word “expeditions” to French (France).

A. See the steps below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

1.

Select the Home tab in the ribbon.

2.

Select the dialog box launcher in the Styles group.

3.

Select the Options button in the Styles task pane.

4.

Select All styles in the Select styles to show drop-down menu in the Style Pane Options dialog box.

5.

Select the OK button to close the Style Pane Options dialog box.

6.

Scroll to Comment Text in the Styles task pane; hold your cursor over Comment Text to reveal the options arrow.

7.

Select the options arrow and then select Modify from the drop-down menu.

8.

Select the Format button in the Modify Style dialog box.

9.

Select Language in the drop-down menu.

10.

Select English (or another preferred language) in the Mark selected text as drop-down menu in the Language dialog



box.

11.

Uncheck Do not check spelling or grammar to ensure that Word will include your comments in spelling and grammar checks.

12.

Select the OK button to close the Language dialog box.

13.

Select the OK button to close the Modify Style dialog box.

14.

Save, close, and then reopen the document to activate your new comment review settings.

QUESTION 2

You are creating a newsletter for Adventure Works Cycles to promote an outdoor adventure club. Change the style of all content that is formatted with the Emphasis style to the Intense Emphasis style.

A. See the steps below:

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

From the Design tab, click the More drop-down arrow in the Document Formatting group.

Choose the desired style set from the drop-down menu.

The selected style set will be applied to your entire document.

QUESTION 3

Create a character style named "Warning" that applies the Arial Black font and Color Dark Red (from the Standard Color palette).

A. See the steps below.

B. Placeholder

C. Placeholder

D. Placeholder



Correct Answer: A

On the Page Layout tab in Excel or the Design tab in Word, click Colors, and then click Customize Colors.

Click the button next to the theme color you want to change (for example, Accent 1 or Hyperlink), and then pick a color under Theme Colors.



Change a theme color

To create your own color, click More Colors, and then pick a color on the Standard tab, or enter numbers or select a color on the Custom tab.

1.

In the Sample pane, preview the changes that you made.

2.

Repeat this for all the colors you want to change.

3.

In the Name box, type a name for the new theme colors, and click Save.

QUESTION 4

This project has only one task.

Configure the document to force the tracking of changes. Require the entry of the password '\\789\\' to stop tracking changes.

A. See the steps below.



B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

On the Review tab, go to Tracking and select Track Changes.Track Changes in the Tracking panel

QUESTION 5

You are creating a newsletter for Alpine Ski House.

Copy only the Title style from the AlpineStyle template in the Documents folder into the current document Overwrite the existing style to change the appearance of the document title.

Note: Copy the style the template to the document. Do not attach the template to the documents.

A. See the steps below.

B. Placeholder

C. Placeholder

D. Placeholder

Correct Answer: A

Click the Home tab.

Open the Styles pane.

Click the Manage Styles button.

Click Import/Export.

Select a style.

Click the Copy button.

The style is copied to the selected template or document.

Click Close.

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