



MO-101^{Q&As}

Microsoft Word Expert (Word and Word 2019)

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QUESTION 1

Configure formatting restrictions to allow users to apply only the Heading 1, Heading 2, Normal (Web), and Normal Indent styles. When prompted, answer No to retain all Styles currently in the document. Do not start enforcing protection, if you do, it will affect your ability to complete other tasks in this project.

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

Correct Answer: A

Select the File tab in the ribbon.

Select the Info tab in the Backstage view.

Select the Protect Document button.

Select Restrict Editing in the drop-down menu.

Check Limit formatting to a selection of styles in the Restrict Editing task pane.

Select the Settings link.

Check Limit formatting to a selection of styles in the Formatting Restrictions dialog box

Check or uncheck the individual styles you want to allow from the Formatting Restrictions dialog box. Or, select one of the preset option buttons:

Select the OK button

QUESTION 2

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 3

Configure the Hyphenation settings to hyphenate the document automatically. Configure line numbering to start at the top of each page.

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

Correct Answer: A

On the Tools menu, click Hyphenation.

Select the Automatically hyphenate document check box.

In the Hyphenation zone box, enter the amount of space to leave between the end of the last word in a line and the right margin.

QUESTION 4

To the right of "Figure 1". select the paragraph that begins "Bellows College students".

Configure the pagination options so that all lines of the paragraph will always stay together on the same page.

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

Correct Answer: A

You can keep all lines of a paragraph together on a page or in a column so that the paragraph is not split between two pages.

Select the lines that you want to keep together.

On the Format menu, click Paragraph, and then click the Line and Page Breaks tab.

Select the Keep lines together check box.



QUESTION 5

Mark an index entry for the "ABOUT US\'' heading immediately after the text.

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

Correct Answer: A

These steps show you how to mark words or phrases for your index, but you can also Mark index entries for text that spans a range of pages.

Select the text you'd like to use as an index entry, or just click where you want to insert the entry.

On the References tab, in the Index group, click Mark Entry. Mark entry

You can edit the text in the Mark Index Entry dialog box. Mark Index Entry dialog box

Click Mark to mark the index entry. To mark this text everywhere it shows up in the document, click Mark All.

To mark additional index entries, select the text, click in the Mark Index Entry dialog box, and then repeat steps 3 and 4.

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