



MO-101^{Q&As}

Microsoft Word Expert (Word and Word 2019)

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QUESTION 1

At the bottom of the page, insert a Date Picker control to the right of the text 'Date'.

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

Correct Answer: A

In the Word Options dialog box, please (1) click Customize Ribbon in the left bar, (2) check Developer in the right box, and (3) click the OK button. ...

Click Developer > Date Picker Content Control

Then the Date Picker is inserted into the document.

QUESTION 2

Create a mail merge recipient list that contains one entry with the first name "Paula" and the last name "Bento". Save the list in the default folder as "Snowboarders". Leave the field structure of the recipient list intact.

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

Correct Answer: A

Click the Mailings tab.

Click the Start Mail Merge button.

Select Step-by-Step Mail Merge Wizard.

The Mail Merge pane appears on the right, ready to walk you through the mail merge.

Select a type of document to create.

Click Next: Starting document.

QUESTION 3

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 4

You are creating a donor appreciation document for a college.

Use a Word feature to replace all nonbreaking spaces in the document with regular spaces.

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

Correct Answer: A

Press Ctrl+H to display the Replace tab of the Find and Replace dialog box. (See Figure 1.)

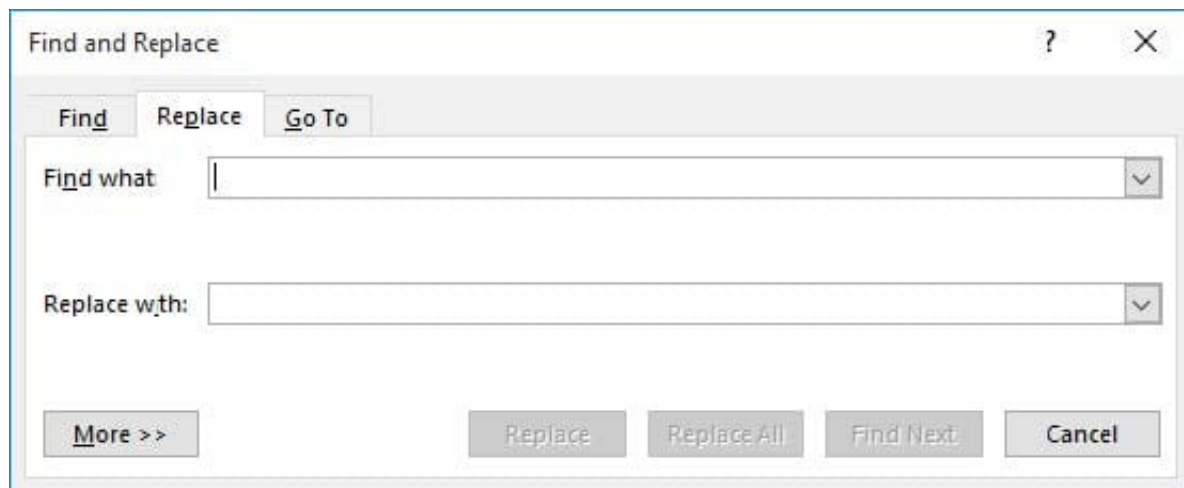




Figure 1. The Replace tab of the Find and Replace dialog box.

In the Find What box, enter "^-" (without the quote marks). That is a carat character (Shift+6) followed by a dash.

In the Replace With box, enter "^s" (again, without the quote marks). That is a carat character followed by a lowercase "s."

Click on Replace All.

Close the Find and Replace dialog box.

QUESTION 5

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

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