



MO-101^{Q&As}

Microsoft Word Expert (Word and Word 2019)

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QUESTION 1

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.

QUESTION 2

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 3

in the \I 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

Display the caption \I'Figure 2 Patricia Doyle and friend\I' below the second photo in the document. Note: Word automatically adds the text Figure 2.

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

Correct Answer: A

Select the object (table, equation, figure, or another object) that you want to add a caption to.

On the References tab, in the Captions group, click Insert Caption.

In the Label list, select the label that best describes the object, such as a figure or equation.

QUESTION 5



Configure the Hyphenation settings to hyphenate the document automatically. Configure line numbering to restart 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.

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