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

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 3

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.

QUESTION 4

You are creating lab safety documentation for Bellows College. Enable only digitally signed macros in the document.

A. See the steps below

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Click the File tab.

In the Security Warning area, click Enable Content.

Select Advanced Options.

In the Microsoft Office Security Options dialog box, click Enable content for this session for each macro.

Click OK.

QUESTION 5

You are creating a newsletter tor 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.

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