DUMPSQUEEN

Microsoft Word Expert (Word and Word 2019)

Microsoft MO-101

Version Demo

Total Demo Questions: 5

Total Premium Questions: 25

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Topic Break Down

Topic	No. of Questions
Topic 1, Alpine Ski houseCase Study	3
Topic 2, Fabrikam WellsCase Study	4
Topic 3, Safety RulesCase Study	1
Topic 4, Donation ResponseCase study	1
Topic 5, Chemistry LabCase study	5
Topic 6, Lab SafetyCase study	1
Topic 7, Team BuildingCase study	4
Topic 8, Adventure WorksCase study	4
Topic 9, Convention FlyerCase study	2
Total	25

QUESTION NO: 1 - (SIMULATION)

CORRECT TEXT

This project has only one task.

Combine the current document with the DonaitionLetter2 document from the Documents folder. Show the changes in the original document.

Do not accept or reject the tracked changes.

Note: Use Donationletter as the original document and DonationLelter2 as the revised document.

ANSWER: Seethestepsbelow.

Explanation:

:

If you have to combine separate Microsoft Word documents, you can copy and paste them together if they're short, or merge them if they're long.

☞ Select the Insert tab.

Screenshot of the Insert tab

☞ Select Object, and then select Text from File from the drop-down menu.

Screenshot of the Text from File option.

☞ Select the files to be merged into the current document. Press and hold Ctrl to select more than one document.

Exhibit.

BELLOWS COLLEGE
DEPARTMENT OF CHEMISTRY

Lab Safety Rules

Always practice proper safety procedures!

Flammable and inflammable mean the same thing!

CLOTHING
- Wear lab coat or apron
- Wear safety glasses
- Wear close-toed shoes (no sandals or flip flops)
- Wear disposable gloves, if necessary
- Tie back long hair

FOOD AND DRINK
- No food or drink in the lab
- Do not taste, eat, or drink anything you find in the lab
- Use proper technique before smelling any chemicals
- Wash your hands before and after each lab activity or experiment

SAFETY
- Listen carefully to instructions and follow them
- Learn and follow all safety and emergency procedures

ACCIDENT
- If you break something, you buy it
- Report any accident (spill, break, etc.) to the instructor immediately
- Know the location and proper use of fire extinguishers and other safety equipment

INJURIES
- Report any injury (cut, burn, etc.) to the instructor immediately
- Know the location and proper use of the eyewash station and first aid kit

CLEANUP
- Dispose of waste materials properly
- Never dispose of chemicals in the sink or trash

☐ Checking this box indicates I have read and understand these lab safety rules.

☐ Checking this box indicates my digital signature.

Name: Click or tap to enter your name.

Date:

QUESTION NO: 2 - (SIMULATION)

CORRECT TEXT

Save the design elements in the documents as a custom theme named ''LabTheme''.

Save the theme file in the default location.

ANSWER: Seethestepsbelow.

Explanation:

:

☞ 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 NO: 3 - (SIMULATION)

CORRECT TEXT

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

In the ''Team Building'' section, set the proofing language for the word ''expeditions'' to

French (France).

ANSWER: Seethestepsbelow.

Explanation:

:

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 Optionsdialog 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 toreveal 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-downmenu in the Language dialog box.

11. Uncheck Do not check spelling or grammar to ensure that Word will include yourcomments 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 reviewsettings.

QUESTION NO: 4 - (SIMULATION)

CORRECT TEXT

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

ANSWER: Seethestepsbelow.

Explanation:

:

☞ 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 NO: 5 - (SIMULATION)

CORRECT TEXT

in the ' Index section, update the index to include all marked index entries in the document.

ANSWER: Seethestepsbelow.

Explanation:

:

To update the index, click the index, and then press F9. Or click Update Index in the Index group on the References tab.

Exhibit.

BC

Bellows College

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Dear [Title] [Last Name],

Of behalf of the Service Community at Bellows College, we would like to thank you for your generous donation of [Donation].

Our mission at Bellows College, to create leaders who are committed to serving their communities, guides our service program. Bellows College helps our students learn about problems facing their communities, both locally and worldwide, and then empowers them to take the lead in solving those problems.

Each year, the incoming Freshman class explores community problems and chooses a charitable organization to work with. This year, students chose to work with Fabrikam Wells for Africa.

"I never knew how lucky I was until I saw girls trudging six kilometers to get water for their families. Each way! Every day! With the new well in the village, these girls will finally be able to go to school. In a school I helped build!" ~ Freshman Patricia Doyle

Figure 1 Boy drinking clean water

Fabrikam Wells for Africa provides clean and sustainable water sources for rural African communities. The organization was founded in 2006. Since then, it has installed 13 wells and trained 25 villagers to maintain and repair water pumps.

Bellows College students travelled to Africa for a semester to learn about the need for clean water, how to build wells, and how to train

villagers. Students also had the opportunity to help build schools with Fabrikam Schools for Africa.

Freshman Mete Goktepe changed his major to Civil Engineering after his trip. "It's really hard to build a well. You think it will be easy: you just dig a hole in the ground! But it's not easy. I had no idea how much technology was needed, just to make a safe well!"

Your contribution makes it possible for us to support our students as they learn the value of supporting others. This year, your contribution helped pay for students' airfare and lodging.

Thank you once again for helping make our vision a success. If you have any questions about our vision, please contact Dean Sam Abolrous at dean@bellowscollege.com.

Sam Abolrous

Dean of Service, Bellows College