Microsoft Word Expert (Word and Word 2019)

Microsoft MO-101

Version Demo

Total Demo Questions: 5

Total Premium Questions: 25 Buy Premium PDF

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Topic Break Down

| Торіс | 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:

:

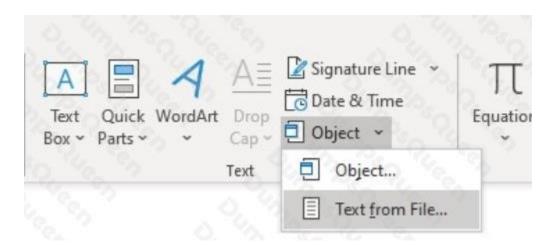
If you have to combine separate Microsoft Word documents, you can copy and paste them together if they're short, or merge them if they're long.

⇒ Select the Insert tab.



Screenshot of the Insert tab

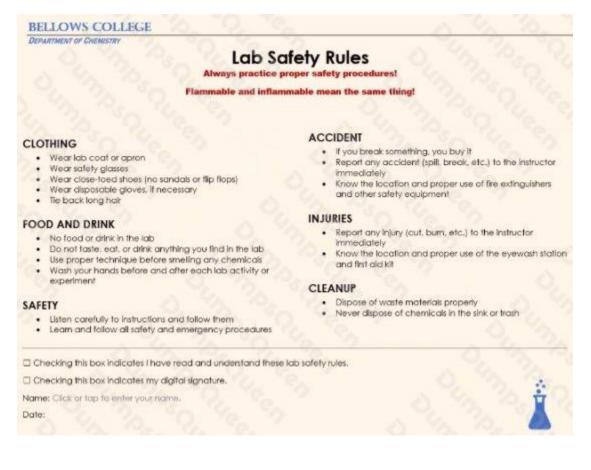
○ Select Object, and then select Text from File from the drop-down menu.



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.



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:

:

 \Rightarrow 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

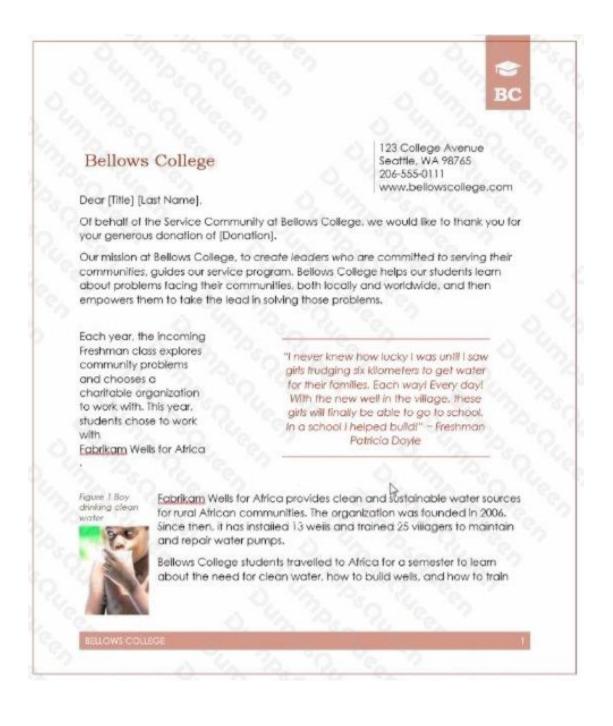
in the 'Index section, update the index to include all marked index entries in the document.

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.



villagers. Students also had the opportunity to help build schools with Eabrikam 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 <u>Aborrous</u> at dean@bellowscollege.com.

Sam Aboltous

Dean of Service, Bellows College

STOME COTTEGE