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

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

QUESTION 3

Create a character style named ''Warning'' that applies the Arial Black font and Color Dark Red (from the Standard Color palette).

A. See the steps below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

On the Page Layout tab in Excel or the Design tab in Word, click Colors, and then click Customize Colors.

Click the button next to the theme color you want to change (for example, Accent 1 or Hyperlink), and then pick a color under Theme Colors.

Change a theme color

To create your own color, click More Colors, and then pick a color on the Standard tab, or enter numbers or select a color on the Custom tab.

1.

In the Sample pane, preview the changes that you made.

2.

Repeat this for all the colors you want to change.

3.

In the Name box, type a name for the new theme colors, and click Save.

QUESTION 4

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 5

Connect to the MailingList mail merge data source in the Documents folder. Preview the merge results for record 1.

A. see the explanation below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

in the Data Connection Wizard to complete the data connection to the merge document.

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