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MO-101 ^{Q&As}

Microsoft Word Expert (Word and Word 2019)

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QUESTION 1

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.

QUESTION 2

in the document footer configure the FileName field to display the file path in front of the file name. Note: Modify the field property. Do not add another field.

A. See the steps below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Open Microsoft Word.

Click the "Insert" tab.

From the "Header and Footer" group, click [Header] or [Footer].

From the drop-down menu, choose a Header or Footer style.

Return to the "Insert" tab.

From the "Text" group, click [Quick Parts] > Select "Field..."

Under "Field names," select "FileName."

In the "Field properties" section, select a format.

In the "Field options" section, check "Add path to filename." The file name will now appear in the header or footer.

QUESTION 3

You are creating a donor appreciation document for a college.

Use a Word feature to replace all nonbreaking spaces in the document with regular spaces.

A. See the steps below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Press Ctrl+H to display the Replace tab of the Find and Replace dialog box. (See Figure 1.)
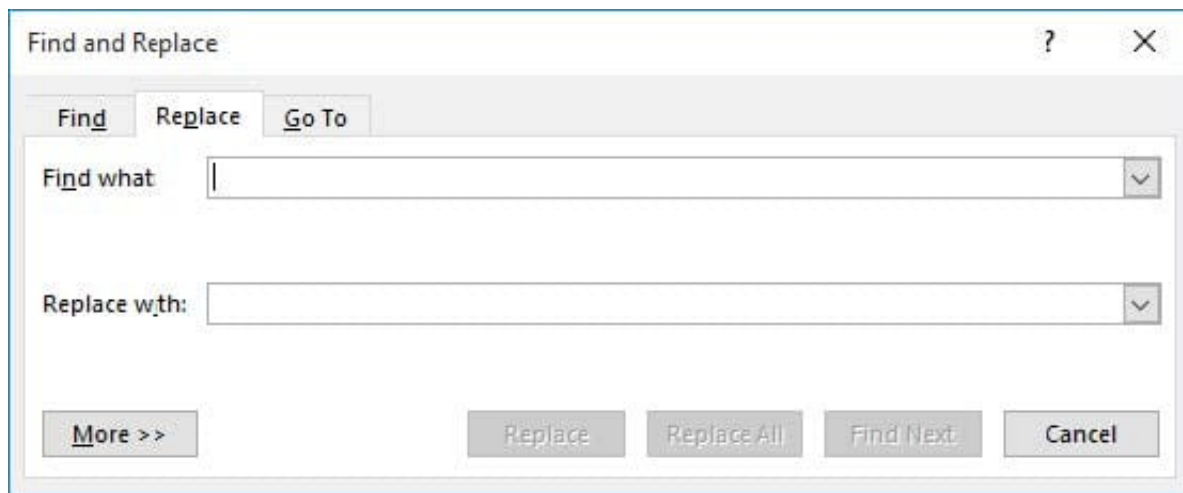

Figure 1. The Replace tab of the Find and Replace dialog box.

In the Find What box, enter "^-" (without the quote marks). That is a carat character (Shift+6) followed by a dash.

In the Replace With box, enter "^s" (again, without the quote marks). That is a carat character followed by a lowercase "s."

Click on Replace All.

Close the Find and Replace dialog box.

QUESTION 4

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.

A. See the steps below.

B. PlaceHolder

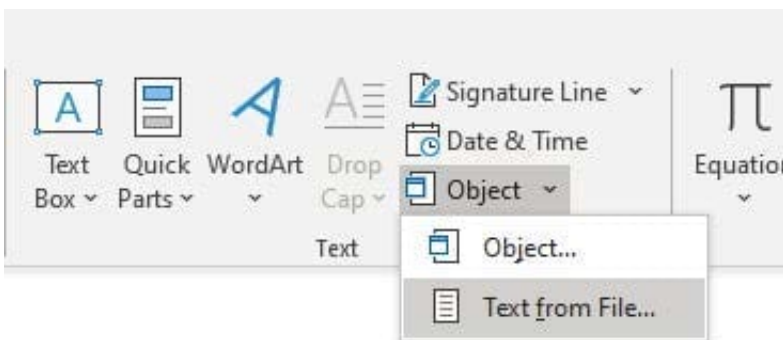C. PlaceHolder

D. PlaceHolder

Correct Answer: A

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.
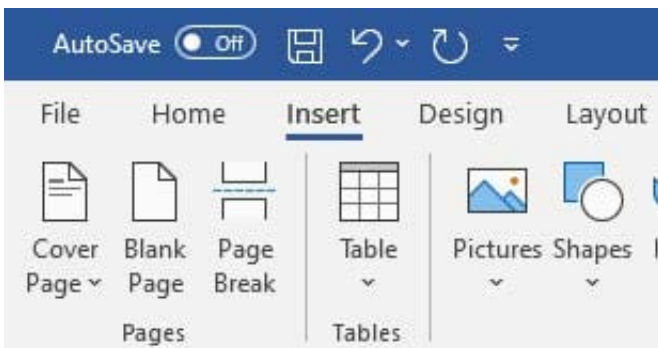
Screenshot of the Insert tab

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.

QUESTION 5

This project has only one task.

Modify the Digital Signature building block so that it insert content its own paragraph.

A. See the steps below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

If the desired building block does not appear in either location, you can select it from the Building Blocks Organizer, as follows: From the Insert tab, click Quick Parts and then click Building Blocks Organizer. The Building Blocks Organizer dialog box appears.