Microsoft

MO-100 Exam

Microsoft Word (Word and Word 2019)

Question: 1

You work for Woodgrove Bank. You are preparing a brochure that explains U.S bank account options for international student.

Find the word "automatic" and delete it from the document.

Answer: See the Solution below.

Explanation: Use Ctrl+F key to and find word "automatic" Once find and highlighted, delete it by using delete key.

Question: 2

Use a Word feature to replace all instances of "Woodgrove Basic" with Woodgrove Plus":

Answer: See the Solution below.

Explanation:

Go to Home > Replace or press Ctrl+H. Enter the word "Woodgrove Basic" and Replace with "Woodgrove Plus"

Question: 3

In the "Banking Fees" section, convert the tab-delimited text to a two-column table. Accept the default AutoFit behavior.

Answer: See the Solution below. Explanation:

Page Layout References Mailings Review View Home Insert Design FILE -🛞 Hyperlink Cover Page * SmartArt han Blank Page Bookmark Chart Pictures Online Shapes Table Online Apps for 🗛 Screenshot 🕶 H Page Break Cross-reference Pictures Office * Video Pages Links Insert Table Apps Media 1 · · · · 1 · · · 2 L ith Days 1 31¶ larv uary -28¶ ch-31¶ I→30¶ Insert Table ... E. Draw Table → 31¶ iii ii Convert Text to Table ... 2 -+ 30¶ X Excel Spreadsheet Convert Text to Table Quick Tables 111 Split a single column of text into multiple columns, For example, you can separate a column of full names into separate first and last name columns. You can choose how to split it up: fixed width or split at each comma, period, or other character. 7 Tell me more

Click the Insert tab and click Table in the Table section. Select Convert Text to Table from the dropdown menu.

On the Convert Text to Table dialog box, the Number of columns should already be set to 2 if you have only one tab between each item on each line. The Number of rows is automatically calculated.

Number of columns:	2	-
Number of rows:	7	\$
AutoFit behavior		
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 AutoFit to window Separate text at 	0	
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Question: 4

In the blank paragraph after the document title, insert a table of contents. Use the Automatic Table 1 style.

Answer: See the Solution below.

Explanation:

- References
- TABLE OF CONTENTS
- TC option
- Automatic Table 1

Question: 5

In the "Checking Accounts' section, in the dark blue text box, insert the text "Anytime Account Access".

Answer: See the Solution below.

Explanation: Go to Insert > Text Box. Click in your "Checking Accounts" section you'd like to insert the text "Anytime Account Access".