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- **Vendor:** Microsoft
- **Exam Code:** MO-100
- **Certification Name:** Microsoft Office Specialist
- **Exam Name:** Microsoft Word (Word and Word 2019)
- **Number of Questions:** 35
- **Promo Code For Microsoft MO-100 Dumps:** **SAVE35**
- **Exam Language:** English
- **Exam Duration:** 90 mint
- **Exam Format:** MCQs

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Question No. 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.

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

Answer: A

Question No. 2

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

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

Answer: A

Question No. 3

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

- **A.** Explanation: Click the Insert tab and click Table in the Table section. Select Convert Text to Table from the drop-down 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.



Answer: A

Question No. 4

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

- **A.** Explanation: * References * TABLE OF CONTENTS * TC option * Automatic Table 1

Answer: A

Question No. 5

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

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

Answer: A

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