

# Microsoft

## MO-100 Exam

**Microsoft Word (Word and Word 2019)**



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## Version: 4.0

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### Question: 1

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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.

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**Answer: See the Solution below.**

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Explanation:

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

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### Question: 2

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

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**Answer: See the Solution below.**

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Explanation:

Go to Home > Replace or press Ctrl+H.

Enter the word "Woodgrove Basic" and Replace with "Woodgrove Plus"

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### Question: 3

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

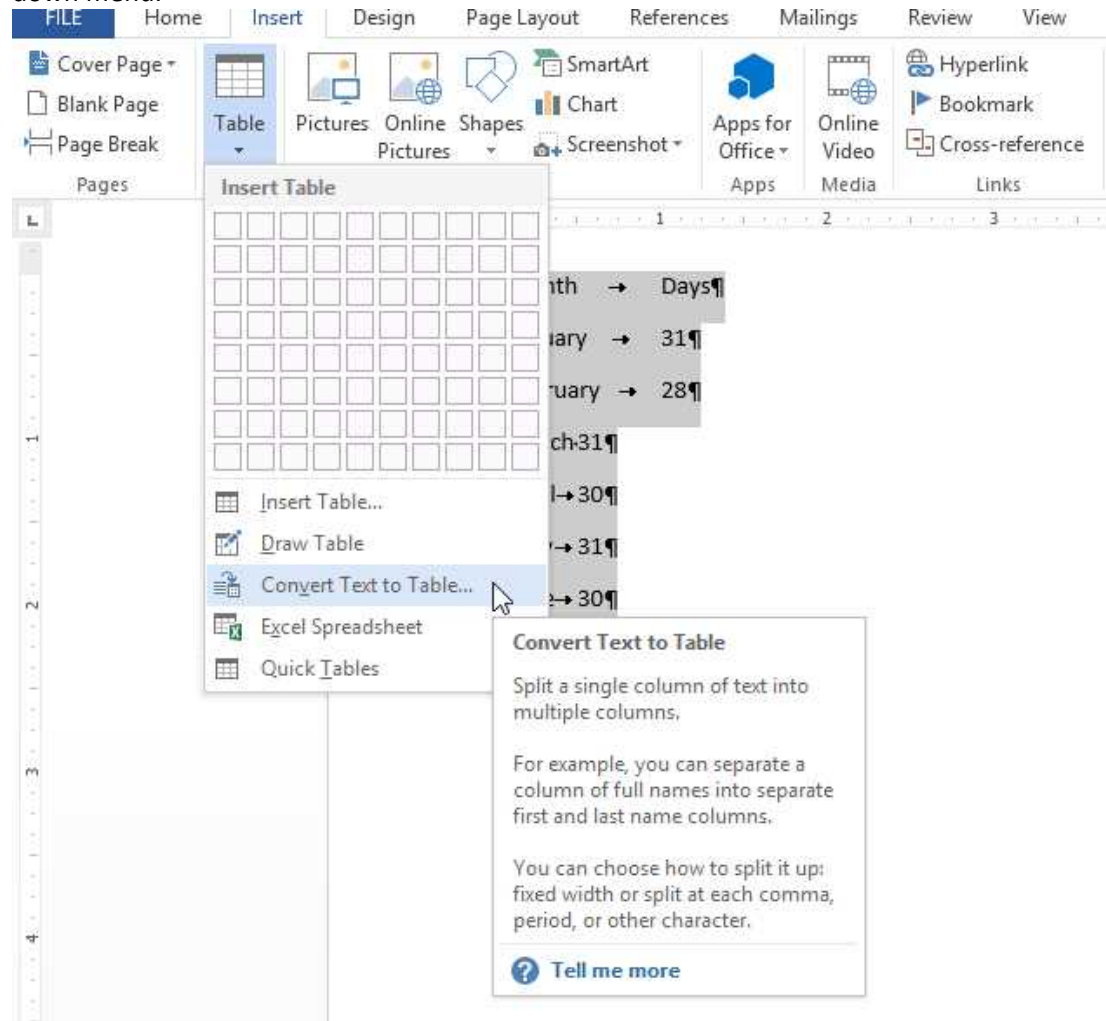
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**Answer: See the Solution below.**

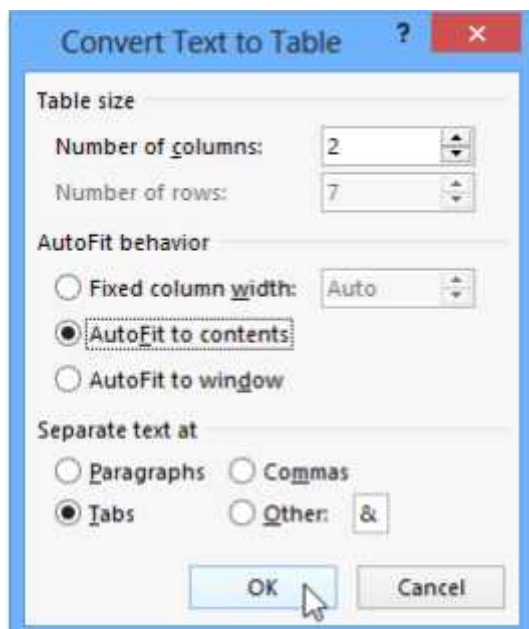
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Explanation:

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.



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**Question: 4**

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

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**Answer: See the Solution below.**

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Explanation:

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

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**Question: 5**

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

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**Answer: See the Solution below.**

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Explanation:

Go to Insert > Text Box.

Click in your "Checking Accounts" section you'd like to insert the text "Anytime Account Access".



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