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Microsoft Word

Study Guide

Exam MO-100

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Introduction

MCA Microsoft Office Specialist (Office 365 and Office 2019) Study Guide: Word Associate Exam MO 100 is written to help you become a Microsoft Certified Office Specialist for Microsoft Word, which is a component of the Microsoft 365 suite of productivity applications to which you can subscribe. You can also use this book with the one-time purchase version of Word, which Microsoft calls Word 2019.

Microsoft 365 allows you to use the different versions of Word on many platforms, including Windows, macOS, iOS, iPadOS, and Android. You can even use the web version of Word on the free online version of Microsoft 365. This book, however, talks about using the most popular version of Word on the most popular operating system, which happens to be Word for Microsoft 365 running on Windows 10.

You may already know about a lot of Word features by working with it, but regardless of whether you use Word for your regular documentation tasks or you're new to the application, you'll learn a lot about the power that Word gives you to create all kinds of documents.

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Hardware and Software Requirements

You should be running a computer with Windows 10 installed, and you should have Word for Microsoft 365 or Word 2019 installed and running before you dive into this book. Either version of Word contains all the features that are documented in this book so that you can pass the exam.

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How This Book Is Organized

Chapter 1: Working with Documents This chapter introduces you to navigating within a document, formatting a document so that it looks the way you want, saving a document, sharing a document, and inspecting a document before you share it so that all of your recipients can read it.

Chapter 2: Inserting and Formatting Text This chapter follows up by showing you how to add text to a document; format text and paragraphs in your document using Word tools, including Format Painter and styles; and create and format sections within a document.

Chapter 3: Managing Tables and Lists This chapter shows you how to use the built-in table tools to create tables of information, convert the table to text (and vice versa), as well as modify the table to look the way that you want. You'll also learn how to create bulleted and numbered lists in your text.

Chapter 4: Building References This chapter tells you about how to add and format reference elements in a document, including footnotes, endnotes, bibliographies, and citations in those bibliographies, as well as a table of contents.

Chapter 5: Adding and Formatting Graphic Elements

This chapter covers all of the ins and outs of adding various types of graphic elements in a document. Word comes with plenty of stock shapes, pictures, 3D models, and Microsoft's own SmartArt graphics. What's more, you'll learn how to add text boxes that sit outside of the main text in the document, such as for a sidebar.

Chapter 6: Working with Other Users on Your

Documents This chapter wraps up the book with a discussion about how to use the built-in Comments and Track Changes features when you share a document with others. The Comments feature allows you to add comments outside of the main text for easy reading, and the Track Changes feature shows you which one of your reviewers made changes and when.

Objective Map

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Assessment Test

1. How big of a table can you create using the Table grid in the Insert menu ribbon?
 - A. 12 columns and 10 rows
 - B. 10 columns and 8 rows
 - C. 10 columns and 10 rows
 - D. 12 columns and 12 rows
2. What search option do you use to find all words in a document that start with the same three letters?
 - A. Match Suffix
 - B. Match Prefix
 - C. Use Wildcards
 - D. Sounds Like (English)
3. What menu option do you click to create a new comment in a document?
 - A. Insert
 - B. References
 - C. Review
 - D. Home
4. What are the three reference elements that you can add to a document?
 - A. Citation, source, and bibliography
 - B. Caption, table of figures, cross.reference
 - C. Footnote, endnote, citation
 - D. Table of contents, table of figures, table of authorities
5. You need to have a link on page 30 of your document that goes

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- back to page 1. What menu option do you click on to get there?
- A. Home
 - B. References
 - C. View
 - D. Insert
6. Where can you find pictures to add into a Word document? (Choose all that apply.)
- A. On a drive connected to your computer
 - B. On the Internet
 - C. Stock images
 - D. office.com
7. When you need to indent a paragraph, where can you do this? (Choose all that apply.)
- A. In the Home menu ribbon
 - B. In the Insert menu ribbon
 - C. In the Layout menu ribbon
 - D. Using the Tab key
8. Your customers want an easy way to see what's in your document and go to a location quickly. How do you do that?
- A. Add links.
 - B. Add a bibliography.
 - C. Add a table of contents.
 - D. Add a bookmark.
9. How can you quickly change the format of selected text?
- A. By using the Insert menu ribbon
 - B. By using the Layout menu ribbon
 - C. By moving the mouse pointer over the selected text and

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selecting formatting options from the pop.up menu

- D. By selecting the style in the Home ribbon
- 10. What do you have to do before you cite a source?
 - A. Select the writing style guide to use.
 - B. Add a bibliography.
 - C. Add the source to the document.
 - D. Add a table of contents.
- 11. How does Word allow you to sort in a table?
 - A. By number and date
 - B. By text, number, and date
 - C. By text and number
 - D. Text only
- 12. You need to send your document to several coworkers for their review. How do you make sure that you see all their additions, changes, and deletions?
 - A. Click the Show Comments icon in the Review menu ribbon.
 - B. Add a comment at the beginning of the document.
 - C. Click Read Mode in the View menu ribbon.
 - D. Turn on Track Changes.
- 13. Your boss wants you to convert a Word document and share it as a PDF file. How can you do that?
 - A. Print to a PDF printer.
 - B. Use the Send Adobe PDF For Review feature.
 - C. Use Adobe Acrobat.
 - D. Use the Home menu ribbon.
- 14. How do you go to each comment in your document? (Choose all that apply.)

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- A. By using the View menu ribbon
 - B. By using the Review menu ribbon
 - C. By scrolling through the document to read them
 - D. By using the Find And Replace dialog box
15. Your boss wants you to create a nice looking organization chart for the company. What do you use to create one in Word?
- A. Pictures
 - B. Shapes
 - C. SmartArt
 - D. Screenshot
16. What are the two types of lists that you can add to a document?
- A. Cardinal and ordinal
 - B. Roman and alphabetical
 - C. Bulleted and numbered
 - D. Symbol and picture
17. How do you select all of the text in a document?
- A. Click the first word in the document and then hold and drag until all of the words are selected.
 - B. Press Ctrl+A.
 - C. Use the Home menu ribbon.
 - D. Use the View menu ribbon.
18. What category of paragraph styles does Word look for when you create a table of contents?
- A. Title
 - B. Subtitle
 - C. Strong
 - D. Heading

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19. What WordArt styles can you add to text within a text box?
(Choose all that apply.)
 - A. Text Fill
 - B. Text Direction
 - C. Text Alignment
 - D. Text Outline
20. Why would you change a number value in a numbered list?
 - A. Word gets confused as you add more entries.
 - B. You have one list separated by other text or images.
 - C. You need to add a number value manually for each entry in the list.
 - D. You can't change a number value in a numbered list.
21. What wrapping style do you use to get an image to sit on a line of text?
 - A. Square
 - B. Tight
 - C. In line with text
 - D. Top and bottom
22. How do you check a document so that you can make sure everyone can read it before you share it with others?
 - A. Look through the entire document.
 - B. Use Find and Replace.
 - C. Use the Document Inspector.
 - D. Use the spell checker.
23. How do you change the color for each reviewer in a document?
 - A. You can't.
 - B. Use the Review menu ribbon.

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- C. Add different styles with different text colors.
 - D. Show all comments.
24. How do you start a new section on a new page?
- A. Add a page break.
 - B. Add a continuous page break.
 - C. Add an even or odd page break.
 - D. Add a next page break.
25. How do you add descriptive information to an image or graphic?
- A. By selecting the appropriate style in the Home menu ribbon
 - B. By adding Alt text
 - C. By typing the description above or below the text
 - D. By using the Insert menu ribbon

Answers to Assessment Test

1. B The Table grid has enough cells for 10 columns and 8 rows. See [Chapter 3](#) for more information.
2. C When you open the Find and Replace box, click More, click Use Wildcards, and then add the asterisk (*) to the end of the search term. See [Chapter 2](#) for more information.
3. C Add a new comment by clicking the New Comment icon in the Review menu ribbon. See [Chapter 6](#) for more information.
4. C You can add a footnote on a page, an endnote at the end of the document, and citations on a page. See [Chapter 4](#) for more information.
5. D Click the Insert menu option, and then click the Link icon in the ribbon. See [Chapter 1](#) for more information.
6. A, C, D Word makes it easy to add pictures from your computer, stock images installed with Word, and images from office.com. See [Chapter 5](#) for more information.
7. A, C You can add a one-half indent in the Home menu ribbon and add more precise indent spacing in the Layout menu ribbon. See [Chapter 2](#) for more information.
8. C You can create a table of contents (TOC) easily so that readers can get a summary of what's in your document and click the entry they want in the table to go to the section on the appropriate page. See [Chapter 4](#) for more information.
9. C A pop.up menu appears after you move the mouse pointer on the selected text so that you can change the format including the font style, font size, styles, and more. See [Chapter 1](#) for more information.
10. C You need to add the source to a document so that Word can find it and cite it. See [Chapter 4](#) for more information.
11. B You can sort by text, number, and date in a table column. See

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[Chapter 3](#) for more information.

12. D Track Changes adds information to your document so that you can see the changes that reviewers have made. See [Chapter 6](#) for more information.
13. B Word allows you to convert a Word document after you click File > Share > Send Adobe PDF For Review. See [Chapter 1](#) for more information.
14. B, C You can scroll through the document, or you can click the Previous and Next icons in the Review menu ribbon. See [Chapter 6](#) for more information.
15. C SmartArt is a set of custom diagrams, including organizational charts, which you can add and edit quickly. See [Chapter 5](#) for more information.
16. C You can add bulleted and numbered lists in a variety of styles. See [Chapter 3](#) for more information.
17. B You select all text in a document quickly by pressing Ctrl+A. See [Chapter 2](#) for more information.
18. D Word adds text with Heading styles as entries in a table of contents. See [Chapter 4](#) for more information.
19. A, D Text Fill and Text Outline are two WordArt styles that you can apply. See [Chapter 5](#) for more information.
20. B You may need to have the numbered list continue from the entry in the previous list, or you may need the second numbered list reset to 1. You can do both in Word. See [Chapter 3](#) for more information.
21. C When you wrap an object in line with text, the object is added to the document at the cursor point. See [Chapter 5](#) for more information.
22. C The Document Inspector checks your document to ensure that people of all abilities and Word versions can open and read your document. See [Chapter 1](#) for more information.
23. A Word assigns colors to each reviewer automatically. See

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[Chapter 6](#) for more information.

24. D A next page break ends the current section and creates a new section on the next page. See [Chapter 2](#) for more information.
25. B Alt text attaches descriptive information that appears when the user moves the mouse over the object. See [Chapter 5](#) for more information.