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Microsoft Word (Word and Word 2019)

Microsoft MO-100

Version Demo

Total Demo Questions: 4

Total Premium Questions: 48

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Topic Break Down

Topic	No. of Questions
Topic 1, Manage documents	6
Topic 2, Insert and format text, paragraphs, and sections	16
Topic 3, Manage tables and lists	11
Topic 4, Create and manage references	3
Topic 5, Insert and format graphic elements	10
Topic 6, Manage document collaboration	2
Total	48

QUESTION NO: 1 - (SIMULATION)

In the " Manufacturing Process " section, assign the alt text description " Process flow " to the SmartArt graphic, (Be sure to select the entire SmartArt graphic.)

ANSWER: See the explanation for the answer

Explanation:

In the **Manufacturing Process** section, click the **outer border** of the SmartArt graphic so that the entire SmartArt object is selected (not an individual shape or text item).

Right-click the selected SmartArt and choose **Edit Alt Text**.
In the Alt Text pane, enter `Process flow` in the **Description** box.

The SmartArt graphic's alt text description should be: `Process flow`.

QUESTION NO: 2 - (SIMULATION)

You work for Contoso Pharmaceuticals. You are creating a report that describes a new medicine.

Check the document for accessibility issues.Correctthe table-related issue reporting in the inspection results by using the first recommended action.

Do not fix other reporting issues.

ANSWER: See the explanation for the answer

Explanation:

Answer: Run the Accessibility Checker and apply the first recommended correction for the table issue only—add a header row.

1. Select `File` > `Info`.
2. Select `Check for Issues` > `Check Accessibility`.
3. In the Accessibility pane, select the table-related result.
4. Use the first recommended action, `Add a header row`. If necessary, select the table and choose `Table Design` > `Header Row`.

Do not address any of the other Accessibility Checker results.

QUESTION NO: 3 - (SIMULATION)

Apply the Intense Emphasis style to the paragraph after the picture.

ANSWER: See the explanation for the answer

Explanation:

Click in the paragraph immediately below (after) the picture, then go to the **Home** tab. In the **Styles** group, select **Intense Emphasis**.

If it is not displayed in the Styles gallery, click the gallery's **More** arrow and choose **Intense Emphasis**.

QUESTION NO: 4 - (SIMULATION)

Inspect the document and remove all headers, footers, and watermarks that are found, Do not remove other information.

ANSWER: See the explanation for the answer

Explanation:

Use **Document Inspector** to remove only the requested items throughout the document:

1. Select **File** > **Info**.
2. Select **Check for Issues** > **Inspect Document**.
3. In the Document Inspector dialog box, clear every selection except **Headers, Footers, and Watermarks**.
4. Click **Inspect**.
5. For **Headers, Footers, and Watermarks**, click **Remove All**.
6. Click **Close**.

This removes all headers, footers, and watermarks while leaving all other document information unchanged.