

Microsoft Word Expert (Word and Word 2019)

Microsoft MO-101

Version Demo

Total Demo Questions: 4

Total Premium Questions: 47

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Topic Break Down

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Topic 1, Alpine Ski houseCase Study	6
Topic 2, Fabrikam WellsCase Study	5
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QUESTION NO: 1 - (SIMULATION)

Edit the ' Club ' macro to change the macro name to " Footer " .

ANSWER: See the explanation for the answer

Explanation:

Rename the macro in the Visual Basic Editor:

Go to `View > Macros > View Macros`.

Select the `Club` macro and select `Edit`.

In the VBA code window, change the procedure declaration from `Sub Club()` to `Sub Footer()`.

Save the macro/project and close the Visual Basic Editor.

The renamed macro is `Footer`.

QUESTION NO: 2 - (SIMULATION)

You are creating lab safety documentation for Bellows College. Enable only digitally signed macros in the document.

ANSWER: See the explanation for the answer

Explanation:

Set the macro security level to allow only digitally signed macros.

1. Select **File > Options**.
2. Select **Trust Center**, then click **Trust Center Settings**.
3. Select **Macro Settings**.
4. Select **Disable all macros except digitally signed macros**.
5. Click **OK**, then click **OK** again to close Word Options.

This blocks unsigned macros while permitting macros that have a valid digital signature.

QUESTION NO: 3 - (SIMULATION)

CORRECT TEXT

Connect to the MailingList mail merge data source in the Documents folder. Preview the merge results for record 1.

ANSWER: See the explanation for the answer

Explanation:

On the **Mailings** tab, select **Select Recipients > Use an Existing List**. Browse to the **Documents** folder, select the **MailingList** data-source file, and open it.

If the **Data Connection Wizard** opens, accept/select the MailingList data source or table as appropriate and click **Finish** to connect it to the merge document.

Then select **Preview Results** on the **Mailings** tab. Use the record navigation controls to display record **1** (click **First Record** or enter **1** in the record-number box).

QUESTION NO: 4 - (SIMULATION)

You are creating a newsletter for Alpine Ski House.

Copy only the **Title** style from the **AlpineStyle** template in the **Documents** folder into the current document. Overwrite the existing style to change the appearance of the document title.

Note: Copy the style the template to the document. Do not attach the template to the documents.

ANSWER: See the explanation for the answer

Explanation:

Copy the **Title** style through the Style Organizer; do not use the Attach button.

1. On the **Home** tab, open the **Styles** pane using the dialog box launcher in the Styles group.
2. Select **Manage Styles** at the bottom of the pane, then select **Import/Export**. This opens the Organizer.
3. In the Organizer, ensure the current document is displayed on one side. On the other side, select **Close File**, then select **Open File**.
4. Browse to the **Documents** folder and open `AlpineStyle.dotx` (the **AlpineStyle** template).
5. In the template's style list, select **Title**.
6. Click **Copy >>** to copy it from the template to the current document.
7. When Word asks whether to replace or overwrite the existing **Title** style, choose **Yes**.
8. Click **Close** to exit the Organizer.

The document now uses the **Title** style definition copied from the **AlpineStyle** template, without attaching that template to the document.