

## *Microsoft*

*MO-100*  
*Microsoft Word (Word and Word 2019)*

**Questions And Answers PDF Format:**

**For More Information – Visit link below:  
<https://www.certsgrade.com/>**

*Version = Product*



---

# Latest Version: 6.0

## Question: 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.

**Answer: See the Solution below.**

Explanation:

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

## Question: 2

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

**Answer: See the Solution below.**

Explanation:

Go to Home > Replace or press Ctrl+H.

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

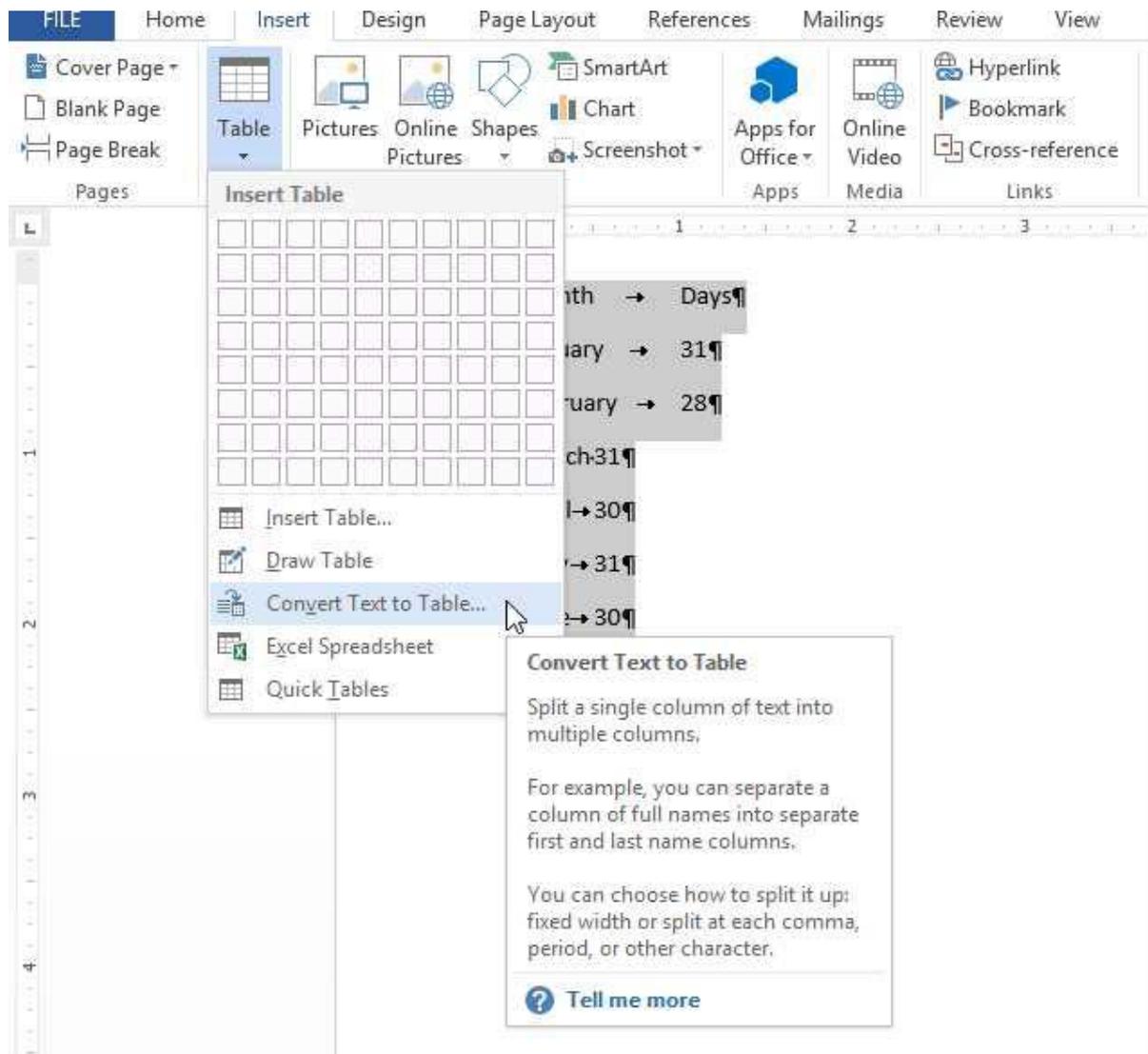
## Question: 3

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

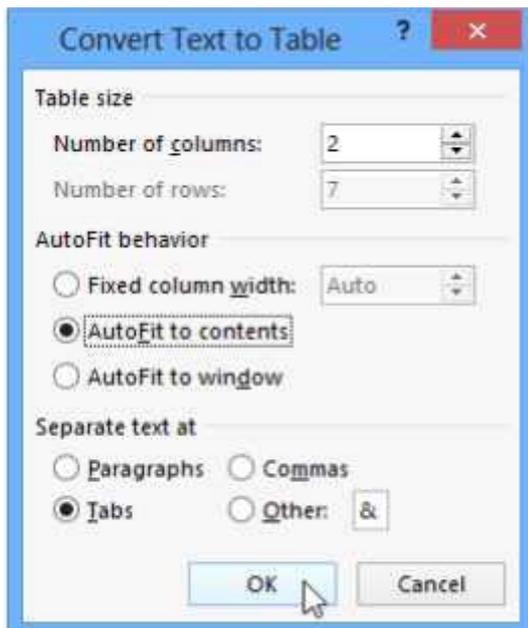
**Answer: See the Solution below.**

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.



## Question: 4

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

**Answer: See the Solution below.**

Explanation:

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

## Question: 5

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

**Answer: See the Solution below.**

Explanation:

Go to Insert > Text Box.

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

---

For More Information – **Visit link below:**  
<http://www.certsgrade.com/>

## PRODUCT FEATURES

-  **100% Money Back Guarantee**
-  **90 Days Free updates**
-  **Special Discounts on Bulk Orders**
-  **Guaranteed Success**
-  **50,000 Satisfied Customers**
-  **100% Secure Shopping**
-  **Privacy Policy**
-  **Refund Policy**

Discount Coupon Code: **CERTSGRADE10**

