

# DUMPS ARENA

## Microsoft Word (Word and Word 2019)

Microsoft MO-100

Version Demo

Total Demo Questions: 5

Total Premium Questions: 35

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## Topic Break Down

Topic	No. of Questions
Topic 1, WoodGrove Bank	5
Topic 2, Contoso Pharmaceuticals	6
Topic 3, River Cruises	5
Topic 4, Tailspin ToysDinosaurs	6
Topic 5, Perfect MuffinsFourth Coffee uses muffin recipes that were created for our exclusive use by the Culinary School at Bellows College. The recipe ingredients differ, but all the muffins are produced by using the same method.	6
Topic 6, Southridge Video	5
Topic 7, City Power & Light	2
<b>Total</b>	<b>35</b>

**QUESTION NO: 1 - (SIMULATION)**

In the "Basic dinosaur facts" section, apply the Pencil Sketch artistic effect to the fossil picture.

**ANSWER: See Explanation Below For Answer****Explanation:**

:

1. Select the picture.
2. Select Picture Tools > Format and select Artistic Effects.
3. Hover over the options to preview them and select the one you want.

**QUESTION NO: 2 - (SIMULATION)**

At the end of the documents, change the line spacing of the last two paragraphs to exactly 14 pt.

**ANSWER: See Explanation Below For Answer****Explanation:**

:

- ☞ Select Last two paragraphs to update. ...
- ☞ Go to Home > Line and Paragraph Spacing.
- ☞ Select Line Spacing Options and choose an option in the Line spacing box.
- ☞ Adjust the Before and After settings to change spacing between paragraphs.
- ☞ Select OK.

**QUESTION NO: 3 - (SIMULATION)**

In the " Fill Material" section, resize the table so that each column is "2.2" ("5.59 cm") wide.

**ANSWER: See Explanation Below For Answer****Explanation:**

- :
- ☞ Select your table.
  - ☞ On the Layout tab, in the Cell Size group, Resize column “2.2” wide.

**QUESTION NO: 4 - (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 Explanation Below For Answer**

**Explanation:**

:

To add alt text in Word, open your document and select the object to which you want to add the alternative text.

**QUESTION NO: 5 - (SIMULATION)**

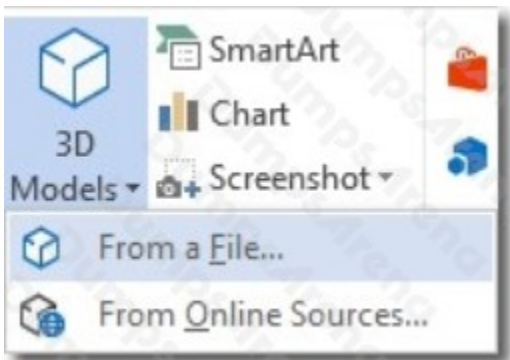
In the “Favorite dinosaurs” section, in the blank paragraph at the end of the page, use the 3D Model feature to insert the Triceratops from the 3D objects folder. Position the model in Line with Text.

**ANSWER: See Explanation Below For Answer**

**Explanation:**

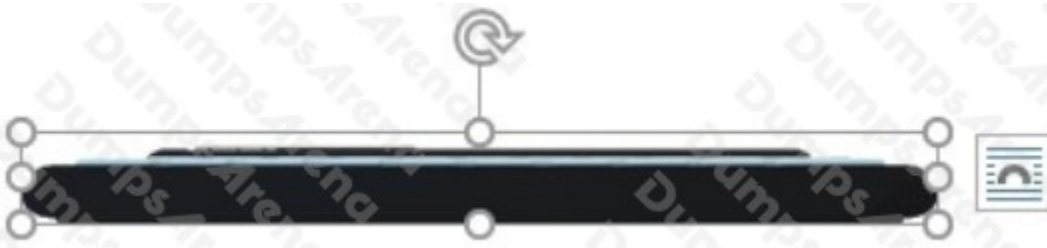
:

On the Insert tab, in the Illustrations group, click 3D Models > From a File.



Insert A 3D Model

Navigate to where your 3D object is, select it and click Insert. Once inserted and still selected, you will see some handles with which to manipulate the object.



## 3D Handles

These handles look like the usual ones that allow you to resize and rotate an object. However, if you hover your mouse roughly over the centre of the object, you should see the cursor change shape to indicate that you can rotate the model in 3D space. Like this:



## Rotate 3D Model

Once you have rotated the model, the 3D rotate handle will appear in the centre of the object and using this will make it easier to rotate the object.

While the object is selected, you will see the 3D Model Tools contextual tab displayed in the ribbon.