

# DUMPS ARENA

## Microsoft Word Expert (Word and Word 2019)

Microsoft MO-101

Version Demo

Total Demo Questions: 5

Total Premium Questions: 25

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## Topic Break Down

Topic	No. of Questions
Topic 1, Alpine Ski houseCase Study	3
Topic 2, Fabrikam WellsCase Study	4
Topic 3, Safety RulesCase Study	1
Topic 4, Donation ResponseCase study	1
Topic 5, Chemistry LabCase study	5
Topic 6, Lab SafetyCase study	1
Topic 7, Team BuildingCase study	4
Topic 8, Adventure WorksCase study	4
Topic 9, Convention FlyerCase study	2
<b>Total</b>	<b>25</b>

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

## CORRECT TEXT

Configure the Hyphenation settings to hyphenate the document automatically. Configure line numbering to start at the top of each page.

**ANSWER: Seethestepsbelow****Explanation:**

:

- ☞ On the Tools menu, click Hyphenation.
- ☞ Select the Automatically hyphenate document check box.
- ☞ In the Hyphenation zone box, enter the amount of space to leave between the end of the last word in a line and the right margin.

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

## CORRECT TEXT

You are creating a newsletter for Adventure Works Cycles to promote an outdoor adventure club. Change the style of all content that is formatted with the Emphasis style to the Intense Emphasis style.

**ANSWER: Seethestepsbelow:****Explanation:**

:

From the Design tab, click the More drop-down arrow in the Document Formatting group.

Choose the desired style set from the drop-down menu.

The selected style set will be applied to your entire document.

Exhibit.

# You're invited!



Dear Trinity,

Alpine Ski House is pleased to invite you to our 10<sup>th</sup> annual Ski and Snowboard Convention! This year's convention is our largest yet, with over 100 exhibitors, including manufacturer representatives, resort representatives, and local shop owners.

The three-day show features seminars, lessons, fittings, and guest appearances by professional skiers and snowboarders!

## Dates and times

---

Friday, October 10	4:00 pm–10:00 pm
Saturday, October 11	10:00 am–10:00 pm
Sunday, October 12	12:00 pm–5:00 pm

## Location

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Contoso Suites and Convention Center

Address: 123 Main Street

Website: [www.contososuites.com](http://www.contososuites.com)

## Directions and Parking

### Directions

Take Highway 10 to Convention Center Drive.

Turn east on Convention Center Drive.

Turn north on Main Street.

### Public Transportation

Take the Metro Convention Line to Convention Station, directly across from the Contoso Suites Convention Center.

### Parking

Free parking is available in the Convention Center parking lot.

Additional parking is available at [Fabrikam Residences](#), located at 456 Main Street.



## Tickets

### One-day Ticket

Adults: \$25.00  
Children (ages 4–12): \$5.00

### Two-day Ticket

Adults: \$45.00  
Children (ages 4–12): \$7.00

### Weekly Pass

Adults: \$60.00  
Children (ages 4–12): \$10.00



## Sales

Our exhibitors are offering special discounts just for the convention!

Item	Retail Price	Convention Price
Skis with bindings	\$650	\$195
Ski boots	\$450	\$180
Snowboards with bindings	\$540	\$270
Snowboards without bindings	\$410	\$164
Snowboard boots	\$190	\$57
Poles	\$65	\$46
Ski bag	\$110	\$33
Snowboard bag	\$200	\$100
Goggles	\$200	\$60

## Exhibitors

---

Local retail shops offering excellent value

Manufacturer representatives showcasing their newest gear

Resorts and vacation destination representatives helping you plan your next getaway



## Entertainment

---

Karaoke

DJs from local radio stations

20-foot-tall rock-climbing wall

## Education

---

Seminars

First aid training

Expert boot fitting

Rock climbing and bouldering

Ski and snowboard lessons for children

### QUESTION NO: 3 - (SIMULATION)

#### CORRECT TEXT

Create a mail merge recipient list that contains one entry with the first name "Paula" and the last name "Bento". Save the list in the default folder as "Snowboarders\*". Leave the field structure of the recipient list intact.

**ANSWER: Seethestepsbelow.**

**Explanation:**

:

- ☞ Click the Mailings tab.
- ☞ Click the Start Mail Merge button.
- ☞ Select Step-by-Step Mail Merge Wizard.

The Mail Merge pane appears on the right, ready to walk you through the mail merge.

- ☞ Select a type of document to create.
- ☞ Click Next: Starting document.

**QUESTION NO: 4 - (SIMULATION)**

**CORRECT TEXT**

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**ANSWER: Seethestepsbelow:**

**Explanation:**

:

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## QUESTION NO: 5 - (SIMULATION)

CORRECT TEXT

This project has only one task.

Configure the document to force the tracking of changes. Require the entry of the password '789' to stop tracking changes.

**ANSWER: Seethestepsbelow.**

**Explanation:**

:

☞ On the Review tab, go to Tracking and select Track Changes.Track Changes in the Tracking panel