DUMPSARENA

Microsoft Word Expert (Word and Word 2019)

Microsoft MO-101

Version Demo

Total Demo Questions: 4

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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)

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.

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)

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: 4 - (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).