PassTest

Bessere Qualität , bessere Dienstleistungen!

Q&A

Exam   :   **MO-100**

Title   :   Microsoft Word (Word and Word 2019)

Version   :   DEMO

1. Topic 1, WoodGrove Bank

U.S. BANK ACCOUNTS FOR NTERNATIONAL STUDENTS

CHECKING ACCOUNTS

All Woodgrove Bank accounts come with easy ways to access your account:

- Mobile App
- Online Banking
- Direct Deposit
- Paperless Statements
- Debit Card
- Thousands of ATMs
- Account Alerts

WOODGROVE HIGH SCHOOL CHECKING

For high school students age 13–18

When students turn 18, the account becomes a Woodgrove Basic Checking account.

MINIMUM DEPOSIT TO OPEN: $25

MONTHLY SERVICE FEE

$0 if student's parent has a linked Woodgrove account.

$5 without a linked account

Monthly fee waived with an average daily balance of $500

WOODGROVE COLLEGE CHECKING

For college students age 18–24

Proof of student status required

MINIMUM DEPOSIT TO OPEN: $50

MONTHLY SERVICE FEE

$0 for first four years

$10 after four years

Monthly fee waived with an average daily balance of $1,000

WOODGROVE BASIC CHECKING

Simple and accessible checking for adults of all ages

MINIMUM DEPOSIT TO OPEN: $25

MONTHLY SERVICE FEE

$15

Monthly fee waived with an average daily balance of $1,500

SAVINGS ACCOUNTS

Set up a recurring automatic transfer from your Woodgrove Checking account to your Woodgrove Savings account.

WOODGROVE SAVINGS

Earn interest while maintaining access to your money

Minimum deposit to open: $25

MONTHLY SERVICE FEE

$5

Monthly fee waived with an average daily balance of $300

Monthly fee waived if account owner is younger than 18

WOODGROVE BASIC SAVINGS

Same benefits as Woodgrove Savings plus no Woodgrove fee on non-Woodgrove ATM transactions

Minimum deposit to open: $100

MONTHLY SERVICE FEE

$20

Monthly fee waived with an average daily balance of $3,000

BANKING FEES

Fees apply to all checking and savings accounts.

|	
Card replacement (lost)	$12
Card replacement (rush request)	$5
ATM transaction	$2.50 per transaction
Insufficient funds	$37
Stop payment	$30
Cashier's check	$8 per check
Wire transfer: domestic	$15
Wire transfer: international	$35

CORRECT TEXT

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

Answer:

Click the Insert tab and click Table in the Table section. Select Convert Text to Table from the drop-down menu.
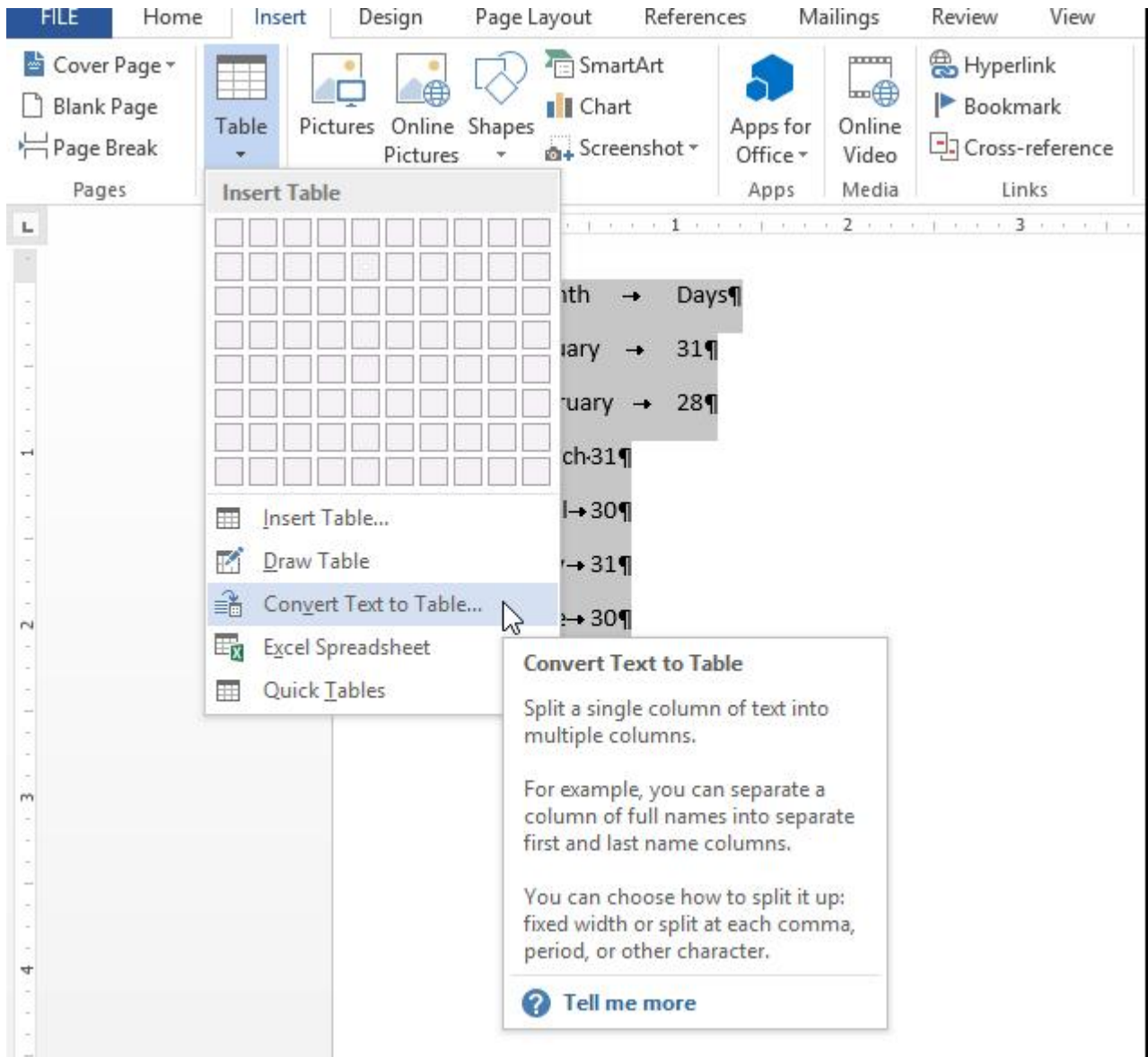
On the Convert Text to Table dialog box, the Number of columns should already be set to 2 if you have only one tab between each item on each line. The Number of rows is automatically calculated.
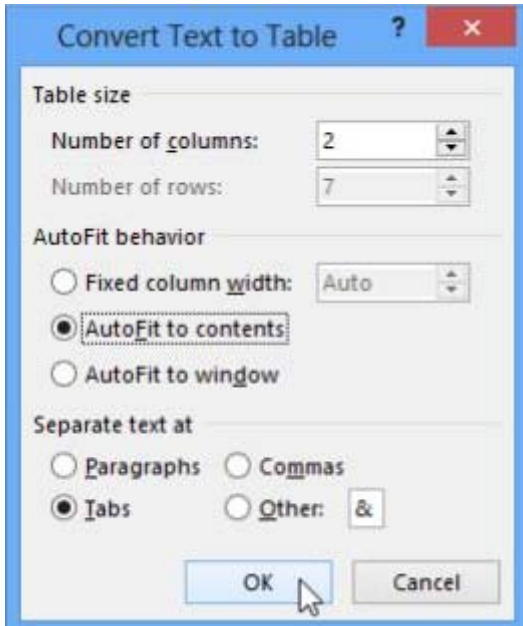
2.CORRECT TEXT

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

Answer:

☞ Go to Home > Replace or press Ctrl+H.

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

3.CORRECT TEXT

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

Answer:

☞ Go to Insert > Text Box.

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

4.CORRECT TEXT

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

Answer:

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

5.CORRECT TEXT

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:

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