PassTest

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Q&A

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Exam : **MO-101**

Title : Microsoft Word Expert (Word and Word 2019)

Version : DEMO

1. Topic 1, Alpine Ski house

Case Study

Exhibit.

You're invited!

Dear [first name],

Alpine Ski House is pleased to invite you to our 10th 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

Contoso Suites and Convention Center
Address: 123 Main Street
Website: 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
Children (ages 4–12): $5

Two-day Ticket
Adults: $45
Children (ages 4–12): $7

Weekly Pass
Adults: $60
Children (ages 4–12): $10

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

A ski lift

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

Food and Beverages

Four local food vendors

Three smoothie and beverage vendors

Eight food trucks outside, in the Convention Center parking lot

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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:

➪ 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.

2.CORRECT TEXT
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:

➪ Click the Home tab.
➪ Open the Styles pane.
➪ Click the Manage Styles button.
➪ Click Import/Export.
➪ Select a style.
➪ Click the Copy button.
➪ Click Close.

3.CORRECT TEXT
in the document footer configure the FileName field to display the file path in front of the file name. Note: Modify the field property. Do not add another field.

Answer:

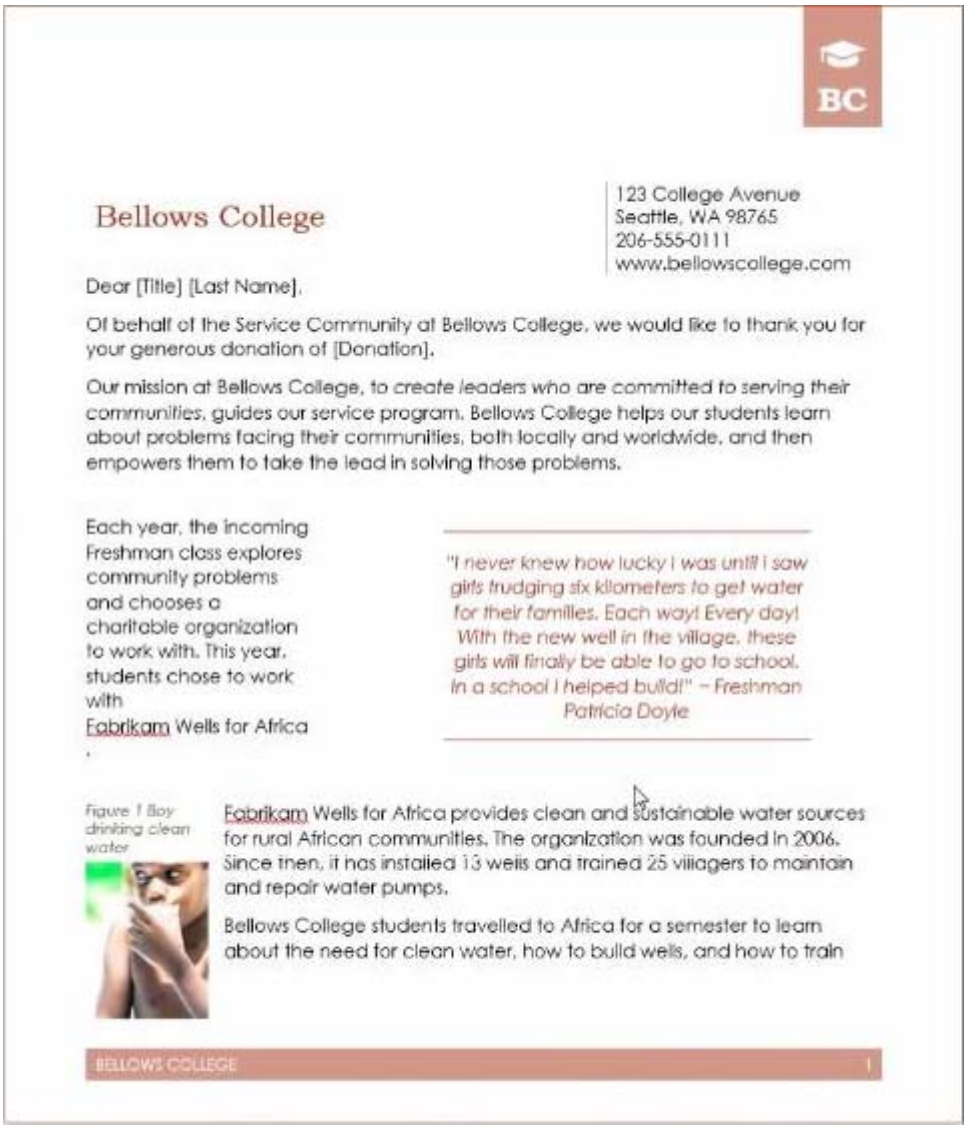
➪ Open Microsoft Word.
➪ Click the "Insert" tab.
➪ From the "Header & Footer" group, click [Header] or [Footer].
➪ From the drop-down menu, choose a Header or Footer style.
➪ Return to the "Insert" tab.
➪ From the "Text" group, click [Quick Parts] > Select "Field..."

➪ Under "Field names," select "FileName."
➪ In the "Field properties" section, select a format.
➪ In the "Field options" section, check "Add path to filename." The file name will now appear in the header or footer.

4.CORRECT TEXT
in the ' Index section, update the index to include all marked index entries in the document.
Answer:
To update the index, click the index, and then press F9. Or click Update Index in the Index group on the References tab.

5. Topic 2, Fabrikam Wells

Case Study
Exhibit.



BC

Bellows College

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Seattle, WA 98765
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Dear [Title] [Last Name],

Of behalf of the Service Community at Bellows College, we would like to thank you for your generous donation of [Donation].

Our mission at Bellows College, to create leaders who are committed to serving their communities, guides our service program. Bellows College helps our students learn about problems facing their communities, both locally and worldwide, and then empowers them to take the lead in solving those problems.

Each year, the incoming Freshman class explores community problems and chooses a charitable organization to work with. This year, students chose to work with Fabrikam Wells for Africa .

"I never knew how lucky I was until I saw girls trudging six kilometers to get water for their families. Each way! Every day! With the new well in the village, these girls will finally be able to go to school. In a school I helped build!" – Freshman Patricia Doyle

Figure 1 Boy drinking clean water

Fabrikam Wells for Africa provides clean and sustainable water sources for rural African communities. The organization was founded in 2006. Since then, it has installed 13 wells and trained 25 villagers to maintain and repair water pumps.

Bellows College students travelled to Africa for a semester to learn about the need for clean water, how to build wells, and how to train

BELLOWS COLLEGE 1

BC

villagers. Students also had the opportunity to help build schools with Fabrikam Schools for Africa.

Freshman Mete Goktepe changed his major to Civil Engineering after his trip. "It's really hard to build a well. You think it will be easy: you just dig a hole in the ground! But it's not easy. I had no idea how much technology was needed, just to make a safe well!"

Your contribution makes it possible for us to support our students as they learn the value of supporting others. This year, your contribution helped pay for students' airfare and lodging.

Thank you once again for helping make our vision a success. If you have any questions about our vision, please contact Dean Sam Abokrous at dean@bellowscollege.com.

Sam Abokrous

Dean of Service, Bellows College

BELLOWS COLLEGE 2

CORRECT TEXT

Save the styles in the document as a style set named Wells".

Save the style set file in the default location.

Answer:

➪ Select the whole document.

➪ Then click “Home”.

➪ Next, click “Change Styles”.

➪ On the drop-down menu, choose “Style Set” option.

➪ Click “Save as Quick Style Set”

➪ Now, the “Save as Quick Style Set” window will pop up. Type the file name in text box.

➪ Click “Save”