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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 tepresentatives, 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 Saturday, October 11 Sunday, October 12 4:00 pm—10:00 pm 10:00 am—10:00 pm 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 <u>Fabrikam</u> Residences, located at 456 Main Street.



Tickets

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	\$210	\$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 plyn your next getaway

A ski lift



Karaoke		
DJs from local radio stations		
20-foot-tall rock-climbing wall		
Education	23	
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 Cen	ter 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].
- \Rightarrow 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.

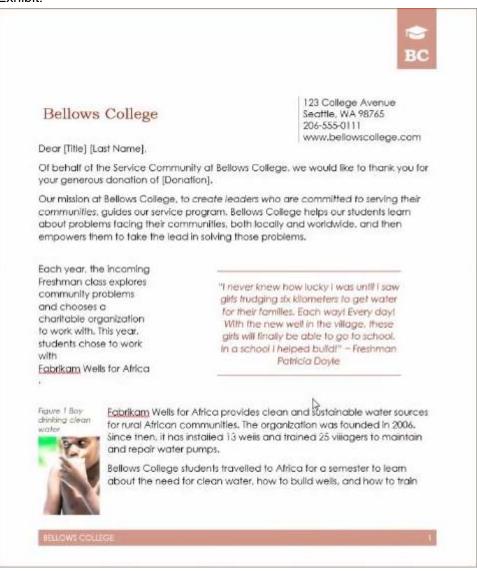
Answer:

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.



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Eabrikam Schools fo	also had the opportunity to help build schools with or Africa.
	Freshman Mete Goldene changed his major to CMI 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
students' airfare an	others. This year, your contribution helped pay for
	gain for helping make our vision a success. If you have any questions ease contact Dean Sam <u>Abolrous</u> at dean@bellowscollege.com.
Sam Abolrous	
Dean of Service, Be	allows College
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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.
- Solick "Save"