

MOS STUDY GUIDE FOR MICROSOFT WORD EXAM MO-100

OBJECTIVE GROUP 1: MANAGE DOCUMENTS

Objective 1.1: Navigate within documents

The practice file for these tasks is in the MOSWord2019\Objective1 practice file folder.

➤ Open the Word_1-1 document, and then do the following:

- From the Navigation pane, locate all instances of to.
- Review the search results on the Results tab of the Navigation pane.
- Modify the search term to locate all instances of toy. Move between the search results by using the navigation buttons on the Results tab.
- Modify the search options to locate only instances of the capitalized word Toymakers, and then review the results.
- Perform an advanced search for all instances of Toy or toy, either capitalized or lowercase, that have the Heading 2 style applied.
- Display the Contact Us section of the document, and then do the following:
 - Select the name Lola Jacobsen and insert a bookmark named SalesManager.
 - Attach a bookmark named DesignManager to the name Sarah Jones.
 - Note the brackets around the names that indicate that they are bookmarks.
- Display the table of contents, and then do the following:
 - Insert a hyperlink from each of the six first-level headings in the table of contents to the corresponding heading in the document.
- Return to the beginning of the document, and then use the Go To function to do the following:
 - Move between graphics in the document until you reach the end. Move from the last graphic to the top of page 3.
 - Move from the top of page 3 to the SalesManager bookmark.

► Save the Word_1-1 document. Then close the open documents.

Objective 1.2: Format documents

The practice file for these tasks is in the MOSWord2019\Objective1 practice file folder.

► Open the Word_1-2 document, and then do the following:

Set the document page color to Tan, Background 2.

Configure a 1-point Box page border that uses a line style of your choice. (Do not use an Art style.)

Add a diagonal watermark that displays the text Example Only to the page background. Format the text of the watermark as semitransparent 54-point Lavender Accent 3 text. Apply the watermark and verify that it appears on all pages of the document.

On page 2, add a Sideline header. Configure the header so that it does not appear on the first page of the document.

On page 2, insert the Circle, Right page number in the right margin.

Display the document title. Then apply the Casual style set to the document and note the resulting changes.

► Save the Word_1-2 document. Then close the open documents.

Objective 1.3: Save and share documents

The practice file for these tasks is in the MOSWord2019\Objective1 practice file folder.

- Open the Word_1-3 document. Display the Backstage view, and then do the following:
 - Set the Title property to Simple Room Design and the Subject property to Room Planner.
 - Assign the keywords (tags) color and style to the document.
 - Add yourself as the only author.
 - Set the document Status to Draft.
- Save the Word_1-3 document. Then do the following:
 - Print the document using the Microsoft Print To PDF printer, with the scaling set to 2 Pages Per Sheet.
 - Save a copy of the document in the practice file folder as a file named MyCompatible that is compatible with Word 2002.
 - If Outlook is installed on your computer, send a PDF copy of the MyCompatible Word document to yourself.
- Close the MyCompatible document.

Objective 1.4: Inspect documents for issues

The practice file for these tasks is in the MOSWord2019\Objective1 practice file folder.

➤ Open the Word_1-4 document, review its content, and then do the following:

- Inspect the document for hidden properties or personal information.
 - Remove the comments and hidden text located by the document inspector. Do not remove other issues that it identifies.
 - Inspect the document for accessibility issues.
 - From the Recommended Actions menus, mark Picture 1 and Picture 2 as decorative.
 - From the Recommended Actions menu, display the Box in line with the text.
 - Inspect the document for compatibility issues. Note the types of issues found by the inspector.
- Save the Word_1-4 document. Then close the open documents.

OBJECTIVE GROUP 2: INSERT AND FORMAT TEXT, PARAGRAPHS, AND SECTIONS

Objective 2.1: Insert text and paragraphs

The practice file for these tasks is in the MOSWord2019\Objective2 practice file folder.

➤ Open the Word_2-1 document and do the following:

In the first paragraph, insert the registered trademark symbol (®) after the word Microsoft.

Replace all instances of (trademark) in the document with the trademark symbol (TM). Ensure that you replace only instances in which the word trademark is in parentheses, and no other version of the word.

➤ Save the Word_2-1 document. Then close the open documents.

Objective 2.2: Format text and paragraphs

The practice file for these tasks is in the MOSWord2019\Objective2 practice file folder.
your work.

- Open the Word_2-2 document, display the Navigation pane and the Styles pane.
- From the Styles pane, do the following:
 - Display all the styles in the document, in alphabetical order.
 - Select all paragraphs that are formatted as Heading 3.
 - Apply the Heading 2 style to the selected paragraphs. Note the document structure change in the Navigation pane.
- Move to the beginning of the document, and do the following:
 - Apply the Heading 1 style to the Financial Summary heading. Note the document structure change in the Navigation pane.
 - Use the Format Painter to copy the style from the Financial Summary heading to the Financial Statements and Statement Notes headings.
 - Set the paragraph spacing for the entire document to Relaxed.
- Immediately after the document title, select the text A Brief Review of Our Finances. Then do the following:
 - Apply the Fill: Green, Accent color 3; Sharp Bevel text effect to the selected text.
 - Center the paragraph horizontally on the page.
 - Change the space before the Financial Summary heading from 20 pt to 12 pt.
- Save the Word_2-2 document. Then close the open documents.

Objective 2.3: Create and configure document sections

The practice file for these tasks is in the MOSWord2019\Objective2 practice file folder.

► Open the Word_2-3 document, and do the following:

Near the beginning of the document, insert a page break before the Process heading.

Select the Questions for Team Leaders and Questions for Department Reps headings and the lists that follow them. Format the selection in two columns of equal width. Set the space between the columns to 0.3" and place a vertical line between the columns.

If necessary, insert a column break before the Questions for Department Reps heading so that each list is in its own column.

In the Pre-Plan Project section, select the heading, the paragraph, and the list items. Format each of the selected paragraphs to stay on the same page as the paragraph that follows it, and to keep all the lines of each paragraph together.

Near the end of the document, locate the Carry out project section. Create a separate document section that contains only the content of the Carry out project section, on its own page. For only this section, set the orientation to Landscape and all four margins to 2".

Preview the document on the Print page of the Backstage view to verify the changes.

► Save the Word_2-3 document. Then close the open documents.

OBJECTIVE GROUP 3: MANAGE TABLES AND LISTS

Objective 3.1: Create tables

The practice file for these tasks is in the MOSWord2019\Objective3 practice file folder.

- Open the Word_3-1 document.
- In the Consultation Request section, convert the five paragraphs that follow the heading into a page-width table with five equal-width columns.
- In the Mileage section, do the following:
 - Convert the tabbed list into a table that has two columns and six rows. Ensure that each column exactly fits its contents.
 - Apply the Grid Table 4 – Accent 1 built-in table style to the table. Configure the table style options to emphasize the header row and to have banded columns. (Clear all other check boxes.)
- In the Consultation section, convert the table to a tabbed list.
- In the Estimate section, do the following:
 - In the blank paragraph below the heading, insert an empty table that is three columns wide and four rows high.
 - Set each column to a width of exactly 1.5".
 - Apply the List Table 5 Dark – Accent 1 built-in table style to the table, with the default table style options.
- Save the Word_3-1 document. Then close the open documents.

Objective 3.2: Modify tables

The practice file for these tasks is in the MOSWord2019\Objective3 practice file folder.

► Open the Word_3-2 document, and do the following:

- In the Customer List section, delete the ID column from the table.
 - Perform a nested sort to sort the table in ascending order by State, then by City, and then by LastName. Review the results.
 - Delete all rows that contain contacts located in Boston, MA.
 - Add two blank columns to the right side of the table. In the header row, enter Date at the top of the first blank column and Time at the top of the second blank column.
 - Add a blank row to the top of the table. Notice that it becomes the header row.
 - In the header row, merge the cells above the Last Name, First Name, Address, City, and State columns into one cell. Enter Customer in the merged cell. Then merge the cells above the Date and Time columns and enter Appointment in the merged cell.
 - Select the second row of the table and format the text as bold.
 - Center the text of the top two rows horizontally and vertically within the cells.
 - Change the width of the table to 100 Percent of the page width.
 - Select the table rows that contain customer information. Set the height of the rows to 0.4" and the cell alignment to Align Center Left.
 - Scroll to page 2 of the document, which now contains several rows of the table. Configure the table to repeat the Customer/Appointment header row at the top of the second page.
- Save the Word_3-2 document. Then close the documents.

Objective 3.3: Create and modify lists

The practice file for these tasks is in the MOSWord2019\Objective3 practice file folder.

➤ In the Word 3-3 document, do the following:

In the Characters of a Hit Fantasy section, format the four paragraphs as a bulleted list that uses the standard bullet character (•).

In the sections titled The Hero and The Teacher, format the paragraphs as bulleted lists that use a custom bullet symbol of your choice from the Wingdings font.

In the Plot Elements of a Hit Fantasy section, format the three paragraphs as a bulleted list that uses the four-diamond character (◊).

➤ In the section titled The Sequence of Events, do the following:

Format the four paragraphs below the heading as a numbered list that uses the A. B. C. number format.

Paste a copy of the list into the last blank paragraph of the document, and restart the list numbering. Change the number format of the second list to the 1) 2) 3) format.

Immediately below the second list, paste another copy of the list, and change it to a second-level list.

Change the second-level list to a bulleted list that uses the square bullet character (▪).

➤ Save the Word_3-3 document. Then close the open documents.

OBJECTIVE GROUP 4: CREATE AND MANAGE REFERENCES

Objective 4.1: Create and manage reference elements

The practice file for these tasks is in the MOSWord2019\Objective4 practice file folder.

- ▶ Open the Word_4-1 document. In the About the Brothers Grimm section, do the following:
 - Immediately after the name Jacob, insert an endnote that says Jacob Grimm lived from 1785-1863.
 - Immediately after the name Wilhelm, insert an endnote that says Wilhelm Grimm lived from 1786-1859.
 - After the name Hanau, insert a footnote that says Hanau is located near Frankfurt, in the German state of Hesse.
 - Modify the footnote location so that it appears immediately below the text on page 1.
 - Convert the two endnotes to footnotes, either individually or at the same time.
 - Change the footnote numbering format to the range of symbols that includes the asterisk, dagger, double dagger, and section symbols (*, †, ‡, §).
 - Reposition the footnotes at the bottom of the page.
- ▶ Return to the beginning of the document and do the following:
 - Position the cursor at the end of the first paragraph after the heading About the Brothers Grimm.
 - Create a bibliography source placeholder with the name GrimmData.
 - Edit the placeholder source to reference the online article at https://en.wikipedia.org/wiki/Brothers_Grimm. Use the Web Site source type. Leave the author blank but complete the remaining required fields, using the current date.
 - In the Source Manager, verify that the GrimmData source appears in the Current List as a cited source, not a placeholder source.
 - Close the Source Manager and verify that the updated information appears at the end of the paragraph.

► Save the Word_4-1 document. Then close the open documents.

Objective 4.2: Create and manage reference tables

The practice files for these tasks are in the MOSWord2019\Objective4 practice file folder.

➤ Open the Word_4-2a document, and do the following:

In the blank paragraph after the title (Office Procedures), insert a table of contents that has the heading Contents. Take the necessary steps to ensure that the page numbers in the table of contents are correct after the TOC is inserted.

In the table of contents, note the page number of the last heading (Shipping Quick Reference). Ctrl+click the heading to move to that location in the document. Verify that the page number of the heading matches the page number in the table of contents.

➤ Save the Word_4-2a document. Then close the open documents.

➤ Open the Word_4-2b document, and perform the following tasks to modify aspects of the document that affect the table of contents:

Change the page size of the document to 5" x 8". If this page size doesn't appear in your Size list, you can create it as a custom page size.

Change the page margins to Narrow.

Go to the Shipping Quick Reference section at the end of the document and delete the word Shipping from the heading.

➤ Go to the table of contents at the beginning of the document, and then do the following:

Update the table of contents to change only the page numbers.

Note the page number of the Shipping Quick Reference heading.

In the table of contents, Ctrl+click the Shipping Quick Reference entry. Note that the heading doesn't match the entry. Verify that the page number matches that shown in the updated table of contents.

Return to the table of contents and update the entire table. Notice that the Quick Reference entry now matches the heading.

➤ Save the Word_4-2b document. Then close the open documents.

- ▶ Open the Word_4-2c document, and do the following:
 - ❑ In the blank paragraph on the last page of the document, insert a bibliography that uses the MLA writing style and has the heading References.
 - ❑ Edit the Grimms' Fairy Tales source and change the date to today's date.
 - ❑ Update the bibliography.
 - ❑ Change the writing style of the bibliography to Chicago and notice the changes in the bibliography content.
 - ❑ Convert the bibliography content to static text.
- ▶ Save the Word_4-2c document. Then close the open documents.

OBJECTIVE GROUP 5: INSERT AND FORMAT GRAPHIC ELEMENTS

Objective 5.1: Insert illustrations and text boxes

The practice files for these tasks are in the MOSWord2019\Objective5 practice file folder.

➤ Open the Word_5-1 document and do the following:

Position the cursor in the blank, centered paragraph after the title and first paragraph of text.

Insert the Word_5-1 picture from the practice file folder.

➤ On the second page, do the following:

Position the cursor at the beginning of the first blue quote.

Insert the Word_5-1 3D model from the practice file folder.

➤ Position the cursor at the beginning of the paragraph that begins “Then the king said,” and then do the following:

Insert an Ion Quote (Dark) text box in its default location.

Drag the text box to the beginning of the anchor paragraph.

From the beginning of the eighth paragraph that follows the third blue quote, copy the sentence “And when the princess opened the door the frog came in, and slept upon her pillow as before, till the morning broke.”

In the text box, select the quote placeholder and replace it with the copied sentence, merging the formatting. Then delete the [Cite your source here] placeholder.

➤ Near the end of the document, position the cursor at the beginning of the paragraph that begins “The young princess,” and then do the following:

Insert a Basic Process SmartArt graphic.

Resize the SmartArt canvas to 1" high and 6.5" wide.

➤ Position the cursor in the blank paragraph at the end of the document, and then do the following:

Insert a Scroll: Vertical shape (from the Stars and Banners category) at its default size.

➤ Save the Word_5-1 document. Then close the open documents.

Objective 5.2: Format illustrations and text boxes

The practice file for these tasks is in the MOSWord2019\Objective5 practice file folder.

- Open the Word_5-2 document.
- On the first page, select the picture, and then do the following:
 - Remove the background from the picture, leaving only the princess.
 - Apply the Compound Frame, Black picture style to the picture.
 - Resize the picture so that it is 2.5" wide and maintains the original aspect ratio.
 - Apply the Cutout artistic effect to the picture.
- On the second page, select the 3D model of the frog, and then do the following:
 - Rotate the 3D model to show it from different viewpoints.
 - Apply the Above Front Left view to the model.
 - Zoom the model within the existing canvas until the frog's nose touches the right edge of the canvas.
 - Move the zoomed model on the canvas so the frog's head and its front and back left feet are visible.
 - Use the arrow keys to move the canvas so it doesn't interfere with the blue quote above or below it.
- On the last page, select the SmartArt graphic, and then do the following:
 - Change the colors of the graphic to Colorful Range – Accent Colors 5 to 6.
 - Change the style of the graphic to Moderate Effect.
- Save the Word_5-2 document. Then close the open documents.

Objective 5.3: Add text to graphic elements

The practice file for these tasks is in the MOSWord2019\Objective5 practice file folder.

- Open the Word_5-3 document.
- Move to the end of the document, and do the following:
 - In the vertical scroll shape, insert the text The End!
 - Set the font size of the shape text to 24 points.
 - Align the shape text with the middle of the shape.
- Select the SmartArt graphic, and do the following:
 - Between the shapes labeled Sleeps three nights and Prince, add a shape labeled Transforms!.
 - Demote “Eats from her plate” and “Sleeps three nights” to second-level entries.
 - Change the graphic layout from Continuous Block Process to Sub-Step Process.
- Save the Word_5-3 document. Then close the open documents.

Objective 5.4: Modify graphic elements

The practice file for these tasks is in the MOSWord2019\Objective5 practice file folder.

- Open the Word_5-4 document.
- On the first page, select the photo, and then do the following:
 - Position the picture in the center of the page (using the Middle Center position) and then set the text wrapping to Tight.
 - Open the Alt Text pane and enter Photo of a girl in a fancy blue dress as the description.
- On the second page, select the shape, and then do the following:
 - Rotate the shape to a position of 330°.
 - Mark the shape as decorative.
- Select the 3D frog model, and then do the following:
 - Set the text wrapping of the 3D model to Tight.
 - Enter the alt text description Frog.
- Save the Word_5-4 document. Then close the open documents.

OBJECTIVE GROUP 6: MANAGE DOCUMENT COLLABORATION

Objective 6.1: Add and manage comments

The practice file for these tasks is in the MOSWord2019\Objective6 practice file folder.

- Open the Word_6-1 document and display it in Print Layout view.
- Click the Next Comment button to move to the first comment shown in the document, which is attached to the word competitors. Delete the comment.
- Move to the second comment, which is attached to the word Adequate in the Service column of the table. Point to the word in the table to display a ScreenTip that contains the name of the person who inserted the comment and the date and time the comment was inserted. Notice that the ScreenTip displays more information than the comment bubble.
- Click the Reply button in the second comment bubble. In the reply box, enter Please provide details.
- Move to the next comment, which is attached to the phrase some good. Resolve the comment.
- Save the Word_6-1 document. Then close the open documents.

Objective 6.2: Manage change tracking

The practice file for these tasks is in the MOSWord2019\Objective6 practice file folder.

- Open the Word_6-2 document and display it in Print Layout view.
- Configure the review settings to display the Simple Markup view of changes.
- Configure the review settings to display revisions made by all reviewers.
- Turn on change tracking. Lock the change tracking feature so that it can't be turned off without entering the password specialist.
- In the upper-left table cell, select the word Store and replace it with Competitor.
- Display only markup by Joan Lambert.
- Configure the review settings to display the All Markup view of changes.
- Move between the tracked changes in the document and notice that it isn't possible to accept or reject the changes.
- Unlock change tracking and turn it off.
- Move between the tracked changes and process them as follows:
 - Accept the deletion of the word much.
 - Reject the addition of the words but slow.
 - Accept both changes associated with the replacement of Poor with Substandard.
- Show markup by all reviewers. Then configure the review settings to display the No Markup view of changes.
- Save the Word_6-2 document. Then close the open documents.