# **Microsoft**

MO-101 Exam

**Microsoft Office Specialist** 

## **Questions & Answers**

(Demo Version - Limited Content)

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### Version: 4.0

Question: 1	
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
	steps below.
Explanation: Click the Home tab. Open the Styles pane. Click the Manage Styles button. Click Import/Export. Select a style. Click the Copy button. The style is copied to the selected Click Close.  Question: 2  in the 'Index section, update the	d template or document. e index to include all marked index entries in the document.
	Answer: See the
	steps below.
Explanation: To update the index, click the in the References tab.	lex, and then press F9. Or click Update Index in the Index group on
Question: 3	

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: See the steps below.

#### Explanation:

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.

#### Question: 4

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: See the steps below.

#### Explanation:

Click the Mailings tab.

Click the Start Mail Merge button.

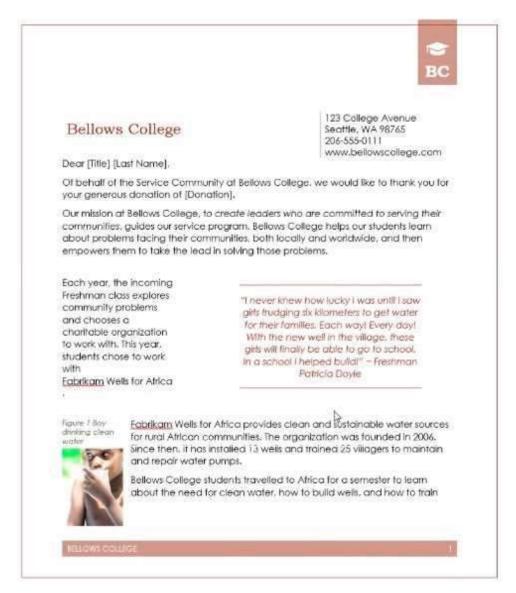
Select Step-by-Step Mail Merge Wizard.

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.

Topic 2, Fabrikam Wells Case Study Exhibit.





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



Freshman Mete <u>Goldene</u> 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 <u>Aboltous</u> at dean@bellowscollege.com.

Sam Aboltous

Dean of Service, Bellows College



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