Microsoft
MO-110
Microsoft Word - Microsoft 365 Apps

Questions&AnswersPDF

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Question: 1

How can you format a 3D model in a document?
(Choose Three)
Response:

A. Rotate the model to view it from different angles
B. Apply color changes to the model
C. Insert captions directly into the 3D model
D. Resize the model to fit the page layout

Answer: A,B,D

Question: 2

Which of the following options allows you to insert a screenshot of an open window into your document?
Response:

A. Insert > Screenshot > Available Windows
B. Insert > Picture > From File
C. Insert > Clip Art
D. Insert > Shapes > Screenshots

Answer: A

Question: 3

How can you modify the numbering style of footnotes and endnotes?
(Choose Two)
Response:

A. From the Page Layout menu, select 'Numbers'
B. Right-click on a footnote, select 'Note Options', then 'Numbering'
C. In the References tab, select 'Footnote and Endnote Dialog Box', then 'Number Format'
D. Change them manually for each entry

Answer: B,C

Question: 4

In assessing a document for accessibility issues, which elements are crucial to check?
(Choose Two)
Response:

A. Use of color only for emphasis
B. Presence of alternative text for images
C. Font size and type
D. Document file size

Answer: A,B

Question: 5

When saving a document, which formats are typically available besides the standard DOCX?
(Choose Two)
Response:

A. TXT
B. PDF
C. EXE
D. HTML

Answer: B,D

Question: 6

What function allows the background color of a page in a document to be changed?
Response:

A. Page Layout > Themes
B. Page Layout > Page Color
C. Design > Page Borders
D. Insert > Shapes

Answer: B

Question: 7

What can be achieved by adjusting page setup options for different sections in a document?
(Choose Three)
Response:

A. Applying different headers and footers per section
B. Using landscape orientation for selected sections only
C. Inserting automatic table of contents at the beginning of each section
D. Varying the top and bottom margins in different sections

Answer: A,B,D

Question: 8

Why might you delete a comment in a document?
Response:

A. The comment is no longer relevant
B. To make the document longer
C. To change the comment's author
D. To alter the document's formatting

Answer: A

Question: 9

To move quickly to the bottom of a document, which shortcut is most effective?
Response:

A. Ctrl + Home
B. Ctrl + End
C. Alt + Right Arrow
D. Shift + End

Answer: B

Question: 10

How can you continue list numbering after a break (such as a table or text block)?
Response:

A. Start a new list and manually input the starting number
B. Use the 'Continue Numbering' feature from the context menu

C. Copy the last item of the list before the break and paste it after
D. It is not possible to continue numbering after an interruption

Answer: B

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