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Professional Study Tool and Reliable Exam Practice Material

Exam : **MO-100**

Title : Microsoft Word (Word and Word 2019)

Vendor : Microsoft

Version : DEMO

NO.1 In the "Geologic eras" section, sort the table data by "Geologic period" (Ascending) and then by "Dinosaur" (Ascending).

Answer:

Select a cell within the data.

Select Home > Sort & Filter. Or, select Data > Sort.

Select an option: Sort A to Z - sorts the selected column in an ascending order. Sort Z to A - sorts the selected column in a descending order.

NO.2 At the end of the documents, change the line spacing of the last two paragraphs to exactly 14 pt.

Answer:

Select Last two paragraphs to update. ...

Go to Home > Line and Paragraph Spacing.

Select Line Spacing Options and choose an option in the Line spacing box.

Adjust the Before and After settings to change spacing between paragraphs.

Select OK.

NO.3 In the "Basic dinosaur facts" section, apply the Pencil Sketch artistic effect to the fossil picture.

Answer:

1. Select the picture.

2. Select Picture Tools > Format and select Artistic Effects.

3. Hover over the options to preview them and select the one you want.

NO.4 In the "Description" section, use the 3D Models feature to insert the PillPack model from the 3D objects folder into the blank paragraph.

Position the model in Line with Text.

Answer:

On the Insert tab, in the Illustrations group, click 3D Models > From a File.

Navigate to where your 3D object is, select it and click Insert.

