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Sebastian
★★★★★

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Wayne
★★★★★

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Exam : **MO-101**

Title : Microsoft Word Expert (Word and Word 2019)

Vendor : Microsoft

Version : DEMO

NO.1 You are creating a brochure for potential clients of VanArshdel, Ltd. In the "Team Building" section, set the proofing language for the word "expeditions" to French (France).

Answer: See the steps below.

Explanation:

1. Select the Home tab in the ribbon.
2. Select the dialog box launcher in the Styles group.
3. Select the Options button in the Styles task pane.
4. Select All styles in the Select styles to show drop-down menu in the Style Pane Options dialog box.
5. Select the OK button to close the Style Pane Options dialog box.
6. Scroll to Comment Text in the Styles task pane; hold your cursor over Comment Text to reveal the options arrow.
7. Select the options arrow and then select Modify from the drop-down menu.
8. Select the Format button in the Modify Style dialog box.
9. Select Language in the drop-down menu.
10. Select English (or another preferred language) in the Mark selected text as drop-down menu in the Language dialog box.
11. Uncheck Do not check spelling or grammar to ensure that Word will include your comments in spelling and grammar checks.
12. Select the OK button to close the Language dialog box.
13. Select the OK button to close the Modify Style dialog box.
14. Save, close, and then reopen the document to activate your new comment review settings.

=====
Topic8, Adventure Works
Exhibit.

Adventure Works Cycles
123 Railway Road
San Jose, California 12345

«First_Name» «Last_Name»
«Address»
«City», «State» «ZipCode»

Adventure Works Cycles



Outdoor Adventure Club ~ Simple, Healthy Living

Goals

The primary goal of the club is to promote an active outdoor lifestyle through participation and education.

The club is organized for educational and experiential purposes, including the following:

- To promote health and wellness through an active, outdoor lifestyle.
- To learn about different regions and cultures.
- To learn about the environment.
- To understand how natural conditions impact trips.
- To prepare for trips to the forest and mountains.

Our trips and educational activities are focused on non-motorized, outdoor recreation.

Activities include:

- Biking
- Hiking
- Horseback riding
- Kayaking
- Rafting
- Canoeing
- Cross Country Skiing
- Snowshoeing

Membership

Activities are open to all ages and fitness levels. Members can choose the activities in which they want to participate.

The following table describes the current membership options.

| Duration | Fee |
|----------|-------|
| 3 months | \$75 |
| 6 months | \$125 |
| 1 year | \$199 |
| Lifetime | \$999 |

Membership fees include educational courses and transportation to events within a 100-mile radius of Adventure Works Cycles. They do not include airfare and accommodations for trips beyond 100 miles.

Activities

We have planned activities every month. If the weather becomes a factor, activities will be rescheduled for the following week.

Upcoming activities include:

| Month | Activity |
|-----------|---|
| January | Cross-country Ski Trip |
| February | Mountaintop Snowshoe and Bike Tour |
| March | Environment Awareness Training |
| April | Mountain Hike and Bike |
| May | Cross Country Bike Tour |
| June | Mountain Hike and Bike |
| July | European Bike Tour |
| August | Rough Rapids Kayak and White-Water Raft Trip |
| September | Remote Hike and Canoe Weekend Tour |
| October | Horseback Riding at Contoso Suites |
| November | Deep Woods Canoe, Hike, Bike and Raft Weekend |
| December | Fitness and Health Training |

Contact Information

For more information or to join our club, visit us online or in person.



Adventure Works Cycles
123 Railway Road
San Jose, California 12345
(989) 501-0156

annettehill@www.adventure-works.com

<http://www.adventure-works.com/join>

NO.2 You are creating a newsletter for Adventure Works Cycles to promote an outdoor adventure club. Change the style of all content that is formatted with the Emphasis style to the Intense Emphasis style.

Answer: Seethestepsbelow

Explanation:

From the Design tab, click the More drop-down arrow in the Document Formatting group.

Choose the desired style set from the drop-down menu.

The selected style set will be applied to your entire document.

NO.3 Connect to the MailingList mail merge data source in the Documents folder. Preview the merge results for record 1.

Answer: see the explanation below.

Explanation:

in the Data Connection Wizard to complete the data connection to the merge document.