Microsoft

MO-101
Microsoft Word Expert (Word and Word 2019)

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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 template or document.
Click Close.

Question: 2

in the ' Index section, update the index to include all marked index entries in the document.

Answer: See the steps below.

Explanation:
To update the index, click the index, and then press F9. Or click Update Index in the Index group on the References tab.

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.

BC

Bellows College

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Dear [Title] [Last Name],

Of behalf of the Service Community at Bellows College, we would like to thank you for your generous donation of [Donation].

Our mission at Bellows College, to create leaders who are committed to serving their communities, guides our service program. Bellows College helps our students learn about problems facing their communities, both locally and worldwide, and then empowers them to take the lead in solving those problems.

Each year, the incoming Freshman class explores community problems and chooses a charitable organization to work with. This year, students chose to work with Fabrikam Wells for Africa .

"I never knew how lucky I was until I saw girls trudging six kilometers to get water for their families. Each way! Every day! With the new well in the village, these girls will finally be able to go to school. In a school I helped build!" ~ Freshman Patricia Doyle

Figure 1 Boy drinking clean water

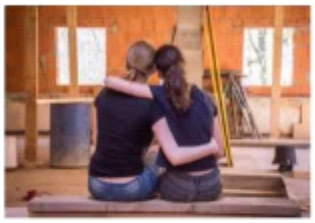


Fabrikam Wells for Africa provides clean and sustainable water sources for rural African communities. The organization was founded in 2006. Since then, it has installed 13 wells and trained 25 villagers to maintain and repair water pumps.

Bellows College students travelled to Africa for a semester to learn about the need for clean water, how to build wells, and how to train

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



Freshman Mete Goktepe 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 Abolrous at dean@bellowscollege.com.

Sam Abolrous

Dean of Service, Bellows College

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