

Microsoft.MO-101.v2022-04-02.q9

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NEW QUESTION: 1

In the "Our Team" section, select the first instance of "Team Builder" and record a macro named "Role" that applies bold and italic formatting of the selected text. Then stop recording. Store the macro in the current document.

Answer:

See the steps below.

Explanation:

Select the View tab, then click Macros > Record Macro.

Macro names must begin with a letter and use either letters or numerals. You cannot use spaces, non-alphanumeric characters, or periods.

Macro names can be 80 characters maximum

Macro names cannot conflict with the program's reserved commands or keywords such as Print, Save, Copy, Paste.

Descriptions are just notes that summarize the macro's function.

NEW QUESTION: 2

This project has only one task.

Combine the current document with the DonationLetter2 document from the Documents folder.

Show the changes in the original document.

Do not accept or reject the tracked changes.

Note: Use Donationletter as the original document and DonationLetter2 as the revised document.

Answer:

See the steps below.

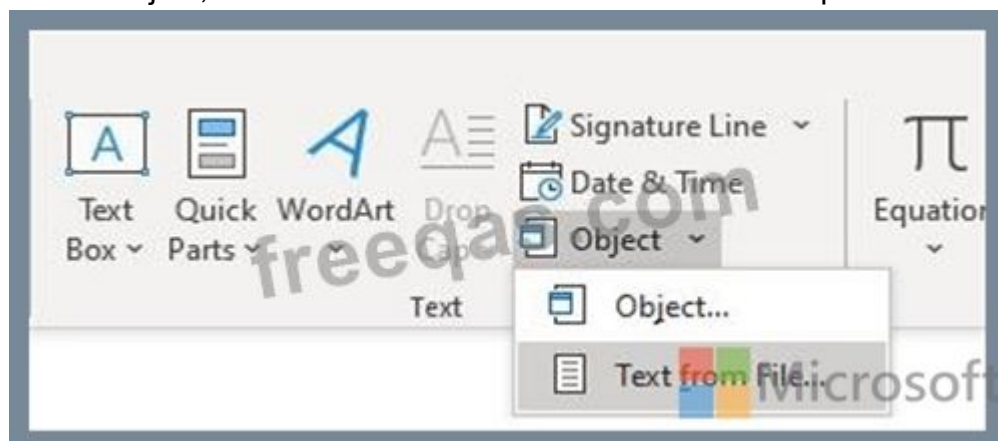
Explanation:

If you have to combine separate Microsoft Word documents, you can copy and paste them together if they're short, or merge them if they're long.

Select the Insert tab.



Select Object, and then select Text from File from the drop-down menu.



Select the files to be merged into the current document. Press and hold Ctrl to select more than one document.

Topic 5, Chemistry Lab

Exhibit.

A screenshot of a 'Lab Safety Rules' form from Bel lows College, Department of Chemistry. The form is titled 'Lab Safety Rules' and includes the following sections:

- Always practice proper safety procedures!**
- Flammable and inflammable mean the same thing!**
- CLOTHING**
 - Wear lab coat or apron
 - Wear safety glasses
 - Wear close-toed shoes (no sandals or flip flops)
 - Wear disposable gloves, if necessary
 - Tie back long hair
- FOOD AND DRINK**
 - No food or drink in the lab
 - Do not taste, eat, or drink anything you find in the lab
 - Use proper technique before smelling any chemicals
 - Wash your hands before and after each lab activity or experiment
- SAFETY**
 - Listen carefully to instructions and follow them
 - Learn and follow all safety and emergency procedures
- ACCIDENT**
 - If you break something, you buy it
 - Report any accident (spill, break, etc.) to the instructor immediately
 - Know the location and proper use of fire extinguishers and other safety equipment
- INJURIES**
 - Report any injury (cut, burn, etc.) to the instructor immediately
 - Know the location and proper use of the eyewash station and first aid kit
- CLEANUP**
 - Dispose of waste materials properly
 - Never dispose of chemicals in the sink or trash

At the bottom of the form, there are two checkboxes:

- Checking this box indicates I have read and understand these lab safety rules.
- Checking this box indicates my digital signature.

Below the checkboxes, there are fields for 'Name: Click of the box to enter your name.' and 'Date:'. The Microsoft logo is visible at the bottom right of the form.

NEW QUESTION: 3

This project has only one task.

Select the "Bellows College' and 'Department of Chemistry" paragraphs. Save the selected text as a Quick Part named Chemistry header. Save the Quick Part in the Bellows template, in a custom category named 'Departments'.

Answer:

See the steps below.

Explanation:

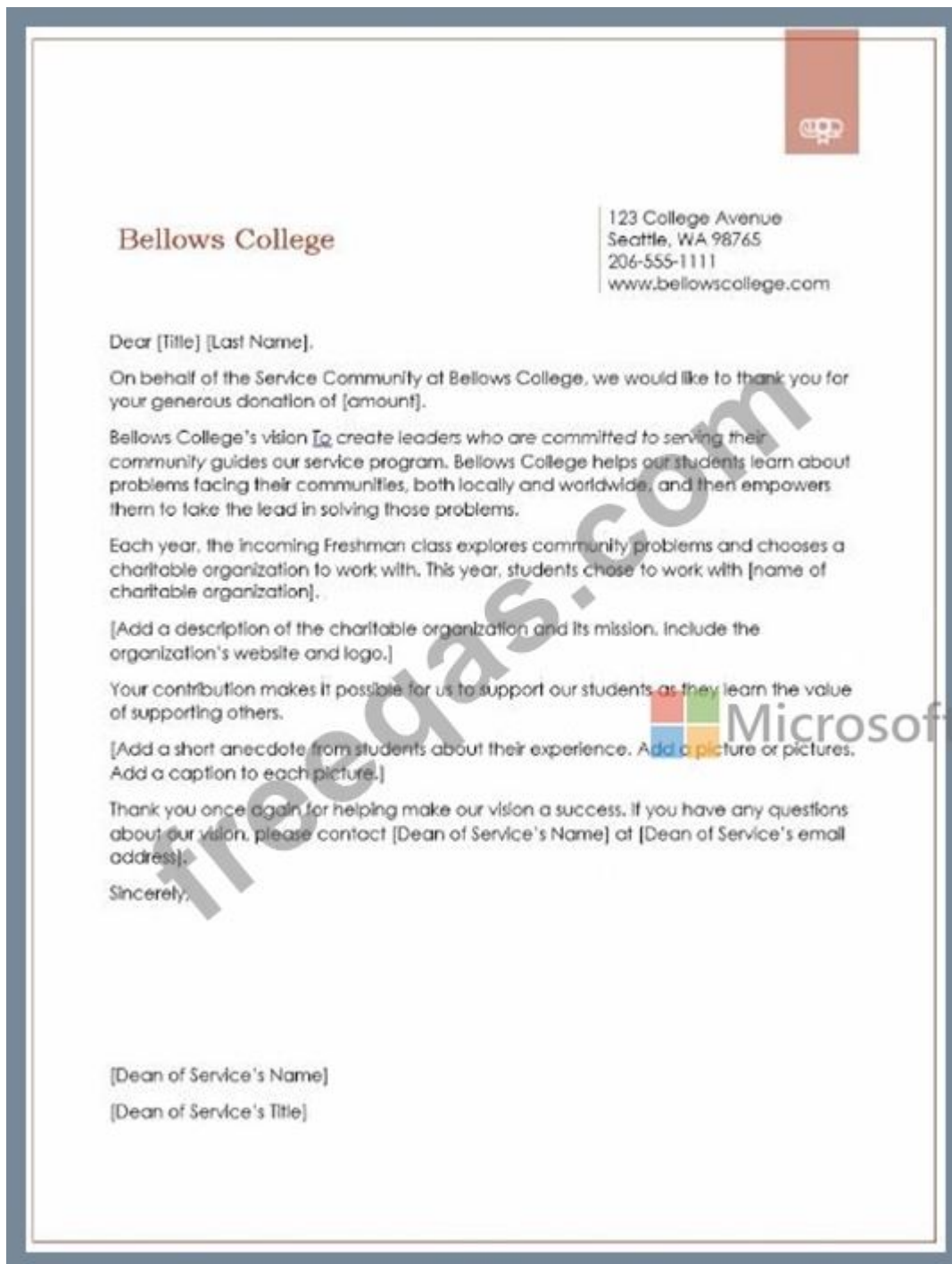
Select the phrase, sentence, or other portion of your document that you want to save to the gallery.

On the Insert tab, in the Text group, click Quick Parts, and then click Save Selection to Quick Part Gallery, change the name and add a description if you like, and click OK.

Note: To save a selection as AutoText, on the Insert tab, in the Text group, click Quick Parts > AutoText > Save Selection to AutoText Gallery.

Topic 4, Donation Response

Exhibit.



NEW QUESTION: 4

Save the design elements in the documents as a custom theme named "LabTheme".
Save the theme file in the default location.

Answer:

See the steps below.

Explanation:

Click File > Open.

Double-click This PC. (In Word 2013, double-click Computer).

Browse to the Custom Office Templates folder that's under My Documents.

Click your template, and click Open.

Make the changes you want, then save and close the template.

NEW QUESTION: 5

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.

NEW QUESTION: 6

Create a character style named "Warning" that applies the Arial Black font and Color Dark Red (from the Standard Color palette).

Save the style in this documents only.

Answer:

See the steps below.

Explanation:

On the Page Layout tab in Excel or the Design tab in Word, click Colors, and then click Customize Colors.

Click the button next to the theme color you want to change (for example, Accent 1 or Hyperlink), and then pick a color under Theme Colors.



To create your own color, click More Colors, and then pick a color on the Standard tab, or enter numbers or select a color on the Custom tab.

In the Sample pane, preview the changes that you made.

Repeat this for all the colors you want to change.

In the Name box, type a name for the new theme colors, and click Save.

NEW QUESTION: 7

At the bottom of the page, insert a Date Picker control to the right of the text 'Date'.

Answer:

Seethestepsbelow

Explanation:

In the Word Options dialog box, please (1) click Customize Ribbon in the left bar, (2) check Developer in the right box, and (3) click the OK button. ...

Click Developer > Date Picker Content Control

Then the Date Picker is inserted into the document.

NEW QUESTION: 8

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.

Topic 8, 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>

NEW QUESTION: 9

Edit the 'Club' macro to change the macro name to "Footer".

Answer:

See the steps below.

Explanation:

Click on the new button to select it (or Ctrl+Click, if a macro has been assigned to the button).
Click in the Name Box, at the left of the Formula Bar.
Type a new name, to replace the existing button name.
Press Enter, to complete the name change.

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