

 **CERT** *Ya!*

Microsoft

MO-100

Microsoft Word (Word and Word 2019)

QUESTION & ANSWERS

QUESTION 1

This project has only one task.

You have been assigned the task of keeping meeting notes for your company's Board of Directors. Save a copy of the document as a Word 2019 template named 'Notes' that is compatible with the latest Word features and does not support macros. Save the template file in the default location.

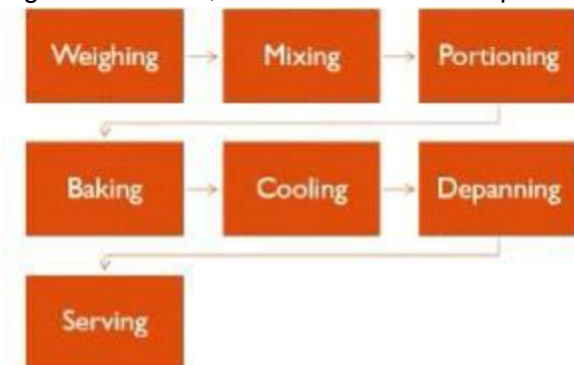
- A. Open the Word document that you want to inspect for hidden data and personal information. Click the File tab, click Save As, and then type a name in the File name box to save a copy of your original document. In the copy of your original document, click the File tab, and then click Info. Click Check for Issues, and then click Inspect Document. In the Document Inspector dialog box, select the check boxes to choose the types of hidden content that you want to be inspected. Click Inspect. Review the results of the inspection in the Document Inspector dialog box. Click Remove All next to the inspection results for the types of hidden content that you want to remove from your document.

Correct Answer: A

QUESTION 2

In the "Basic dinosaur facts" section, apply the Pencil Sketch artistic effect to the fossil picture.

- A. 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.
- Topic 5, Perfect Muffins
Fourth Coffee uses muffin recipes that were created for our exclusive use by the Culinary School at Bellows College. The recipe ingredients differ, but all the muffins are produced by using the same method.



Top Sellers

Each day we bake the six most popular muffin varieties based on the past quarter's sales) and one specialty muffin, the "muffin of the week." The current best sellers are:

- | | |
|--------------------------------------|------------------------------------|
| 1. Blueberry streusel muffins | 1. Apple bran muffins |
| 2. Apple muffins | 2. Zucchini chocolate chip muffins |
| 3. Savory bacon cheddar corn muffins | 3. Whole grain banana muffins |

Processes

Weighing



Fourth Coffee sells over 100 muffins per day to students and faculty at Bellows College. Many of our customers buy a muffin and a cup of coffee each day before attending class. Our customers expect our products to be delicious and consistent every day.

To ensure consistency, always use the scale to weigh the ingredients for our muffin recipes.

Mixing



Pour the wet ingredients into the dry ingredients. Mix gently with a large spoon until the dry ingredients are mostly moistened. The mixture will be lumpy, and you will see streaks of dry flour in the mixture. This is OK. The lumps will smooth out during baking.

If you overmix the batter, the baked muffins will be dense and tough.

Portioning



Insert paper liners into each muffin cup in the muffin trays. If you forget to do this, the muffins will stick to the sides of the muffin cups and will break when you try to remove them after baking.

Use the #16 ladle to portion the muffin mixture into the muffin trays. The #16 ladle contains 2.5 ounces (75 mL) of muffin mixture.

Baking



Preheat the oven to 350 °F (175 °C).

Bake the muffins for 30–35 minutes. When the muffins are done baking, the tops should be golden brown. To confirm that the muffins are baked through, insert a toothpick into the center of a muffin. If the toothpick is clean when you remove it, the muffins are done.

Cooling



Cool the muffins in the muffin tray for 15–20 minutes.

If you remove the muffins from the tray too early, the muffins will fall apart.

If you cool the muffins in the tray for too long, the bottoms of the muffins will become soggy.

Depanning



The muffin tray will still be hot! Protect your hands with hot pads or a dry towel when you remove the muffins from the muffin tray.

Run a small knife or spatula around the sides of the muffin cups to loosen them from the muffin tray. Invert the muffin tray and pop the muffins out. Tap gently on the bottom of each muffin cup if necessary.

Serving



Offer to reheat muffins for customers. Heat for 7 seconds in the microwave and serve on a plate.

Correct Answer: A

QUESTION 3

In the "Overview" section, apply the Soft Round bevel shape effect to the SmartArt graphic. (Be sure to select the entire SmartArt graphic.)

- A. To create a new line of bulleted text in the Text pane, press Enter. To indent a line in the Text pane, select the line that you want to indent, and then under SmartArt Tools, on the Design tab, click Demote. To negatively indent a line, click Promote. You can also press Tab to indent or Shift+Tab to negatively indent from within the Text pane. If you don't see the SmartArt Tools or Design tabs, double-click the SmartArt graphic.

Correct Answer: A