

Microsoft MO-110

Microsoft Word - Microsoft 365 Apps

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Question: 1

How can you format a 3D model in a document?

(Choose Three)

Response:

- A. Rotate the model to view it from different angles
- B. Apply color changes to the model
- C. Insert captions directly into the 3D model
- D. Resize the model to fit the page layout

Answer: A,B,D

Question: 2

Which of the following options allows you to insert a screenshot of an open window into your document?

Response:

- A. Insert > Screenshot > Available Windows
- B. Insert > Picture > From File
- C. Insert > Clip Art
- D. Insert > Shapes > Screenshots

Answer: A

Question: 3

How can you modify the numbering style of footnotes and endnotes?

(Choose Two)

Response:

- A. From the Page Layout menu, select 'Numbers'
- B. Right-click on a footnote, select 'Note Options', then 'Numbering'
- C. In the References tab, select 'Footnote and Endnote Dialog Box', then 'Number Format'
- D. Change them manually for each entry

Answer: B,C

Question: 4

In assessing a document for accessibility issues, which elements are crucial to check?

(Choose Two)

Response:

- A. Use of color only for emphasis
- B. Presence of alternative text for images
- C. Font size and type
- D. Document file size

Answer: A,B

Question: 5

When saving a document, which formats are typically available besides the standard DOCX?

(Choose Two)

Response:

- A. TXT
- B. PDF
- C. EXE
- D. HTML

Answer: B,D

Question: 6

What function allows the background color of a page in a document to be changed?

Response:

- A. Page Layout > Themes
- B. Page Layout > Page Color
- C. Design > Page Borders
- D. Insert > Shapes

Answer: B

Question: 7

What can be achieved by adjusting page setup options for different sections in a document?
(Choose Three)

Response:

- A. Applying different headers and footers per section
- B. Using landscape orientation for selected sections only
- C. Inserting automatic table of contents at the beginning of each section
- D. Varying the top and bottom margins in different sections

Answer: A,B,D

Question: 8

Why might you delete a comment in a document?

Response:

- A. The comment is no longer relevant
- B. To make the document longer
- C. To change the comment's author
- D. To alter the document's formatting

Answer: A

Question: 9

To move quickly to the bottom of a document, which shortcut is most effective?

Response:

- A. Ctrl + Home
- B. Ctrl + End
- C. Alt + Right Arrow
- D. Shift + End

Answer: B

Question: 10

How can you continue list numbering after a break (such as a table or text block)?

Response:

- A. Start a new list and manually input the starting number
- B. Use the 'Continue Numbering' feature from the context menu

- C. Copy the last item of the list before the break and paste it after
- D. It is not possible to continue numbering after an interruption

Answer: B

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