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Microsoft Office Specialist

Questions & Answers

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Question: 1

You work for Woodgrove Bank. You are preparing a brochure that explains U.S bank account options for international student.
Find the word ''automatic'' and delete it from the document.

Answer: See the Solution below.

Explanation:
Use Ctrl+F key to and find word “automatic” Once find and highlighted, delete it by using delete key.

Question: 2

Use a Word feature to replace all instances of " Woodgrove Basic" with Woodgrove Plus":

Answer: See the Solution below.

Explanation:

Go to Home > Replace or press Ctrl+H.
Enter the word “Woodgrove Basic” and Replace with “Woodgrove Plus”

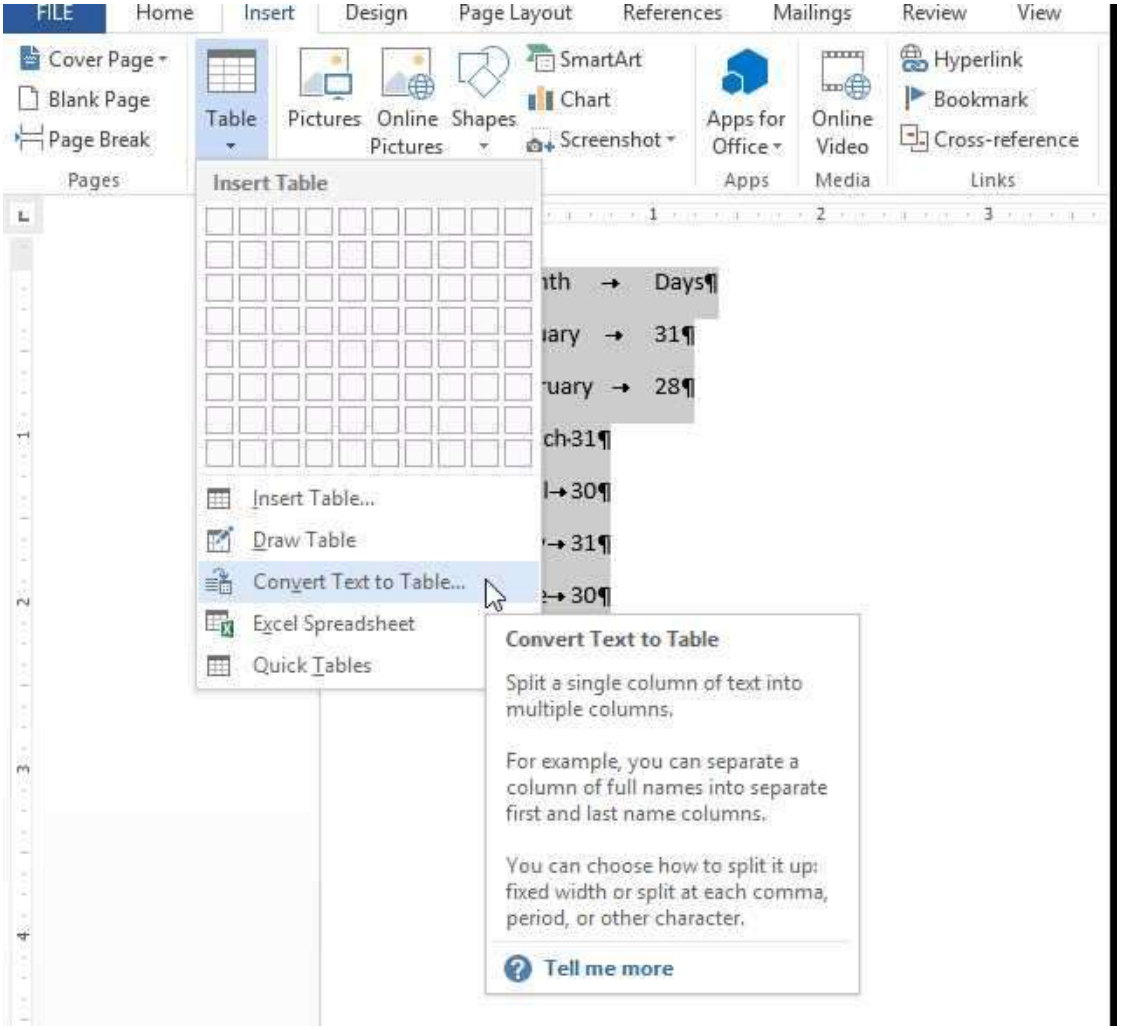
Question: 3

In the "Banking Fees" section, convert the tab-delimited text to a two-column table. Accept the default AutoFit behavior.

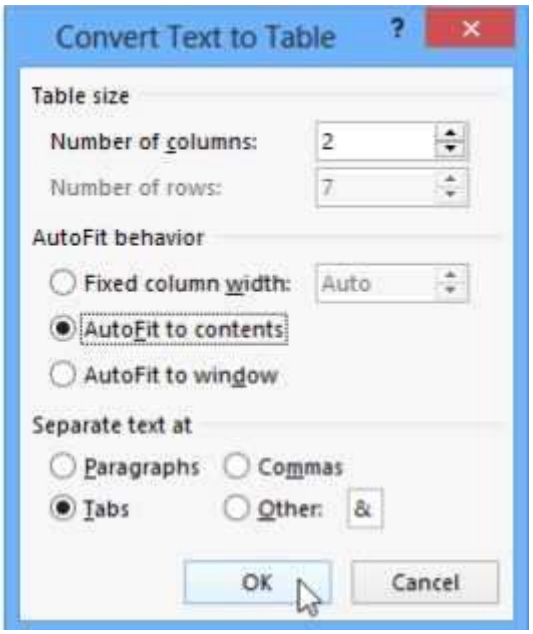
Answer: See the Solution below.

Explanation:

Click the Insert tab and click Table in the Table section. Select Convert Text to Table from the drop-down menu.



On the Convert Text to Table dialog box, the Number of columns should already be set to 2 if you have only one tab between each item on each line. The Number of rows is automatically calculated.



Question: 4

In the blank paragraph after the document title, insert a table of contents. Use the Automatic Table 1 style.

Answer: See the Solution below.

Explanation:

- References
- TABLE OF CONTENTS
- TC option
- Automatic Table 1

Question: 5

In the "Checking Accounts' section, in the dark blue text box, insert the text "Anytime Account Access".

Answer: See the Solution below.

Explanation:
Go to Insert > Text Box.
Click in your “Checking Accounts” section you'd like to insert the text “Anytime Account Access”.

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