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No Pass No Pay!

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**Microsoft Word 2000 Expert
Q&A with explanations
MOS**

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GOOD LUCK!

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Guarantee

If you use this study guide correctly and still fail the exam, send a scanned copy of your official score notice at: Sales@Testkingonline.com

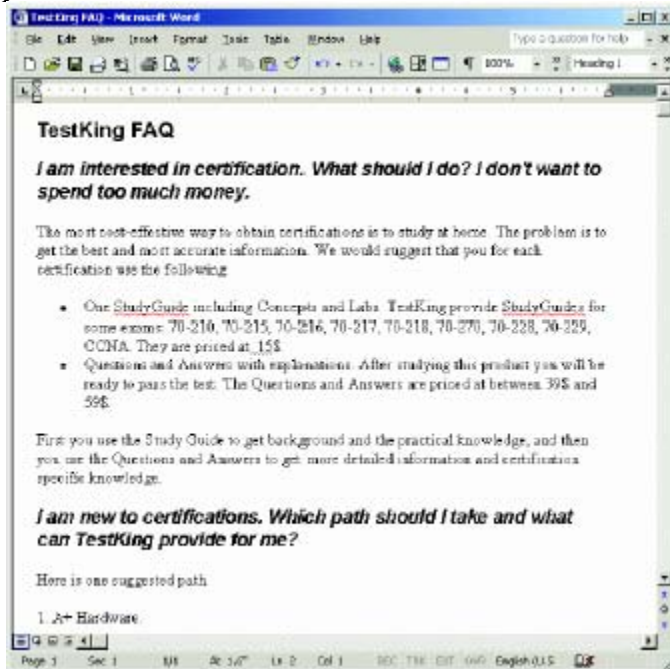
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Total No of Questions:-23

QUESTION NO: 1

Set the text control options so that a page break does not appear between the heading *Which path should I choose for MCSE?*, and the subheading, *I want to combine MCDBA and MCSE. Which path should I choose and what can TestKing provide?*



Answer:

Step 1: Scroll downwards until you see the heading *Which path should I choose for MCSE?*

Step 2: Select the text from this until the end of the paragraph preceeding the subheading *I want to combine MCDBA and MCSE. Which path should I choose and what can TestKing provide?*

Note: You can click the beginning of the Heading, press shift, and click at the end of the paragraph.

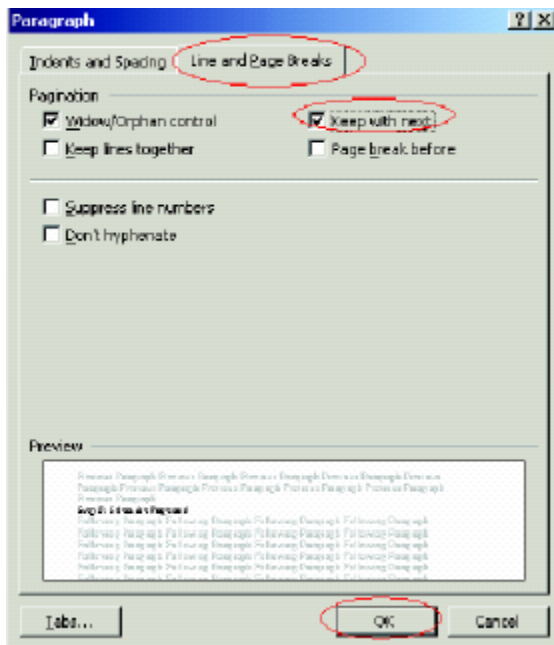
Step 3: Select the **Format** menu.

Step 4: Select the **Paragraph** command.

Step 5: Select the **Line and Page Breaks** tab

Step 6: Select **Keep with next**

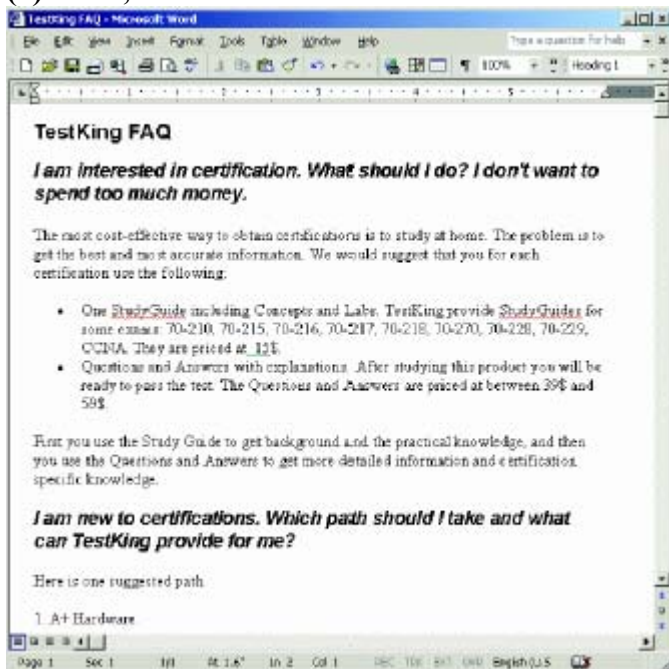
Step 7: Click **OK**.



QUESTION NO: 2

Complete the following tasks:

- (1) Add the footnote at the end of the first paragraph under the heading “*I am interested in certification. What should I do? I don't want to spend too much money.*” with the text Many consumers find these “cookies” distasteful.
- (2) Then, italicize the word *cookies* in the footnote.



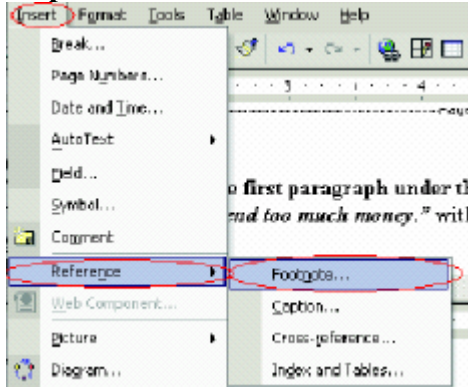
Answer:

Step 1: Click at the end of the 1st paragraph.

Step 2: Select the **Insert** menu.

GO DIRECTLY TO STEP 4.

Step 4: Select the **Footnote** command.



Step 5: Click the **Insert** button.



Step 6: Enter the text: Many consumers find these “cookies” distasteful.



Step 7: Click in word cookies and click the **Italic** button.

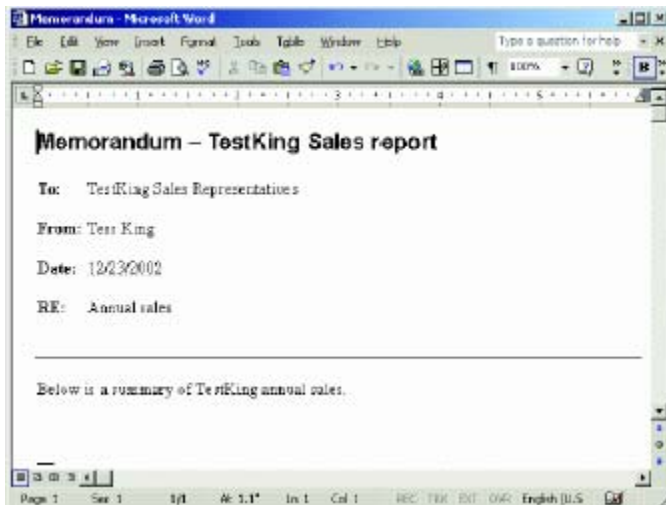


Step 7: Click in word cookies and click the **Italic** button.

Step 8: Click the **Close** button.

QUESTION NO: 3

Using Microsoft Graph 2000 Chart add a column chart at the end of the memo. Use the default data, but replace the data labels *East*, *West*, and *North* with the following: *Tapes*, *Books*, and *CDs*.



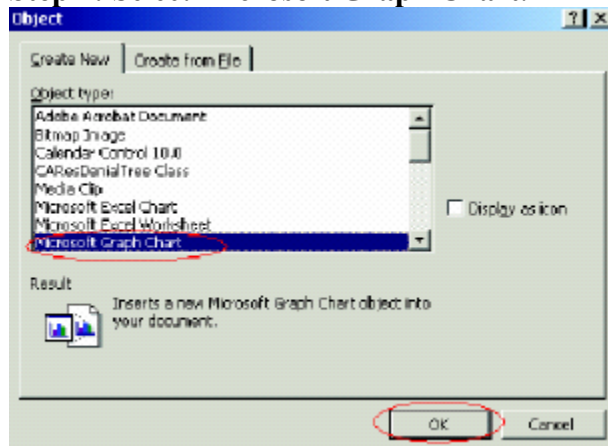
Answer:

Step 1: Click at the end of the document.

Step 2: Select the **Insert** menu.

Step 3: Select the **Object** command.

Step 4: Select **Microsoft Graph Chart**.



Step 5: Click the **OK** button.

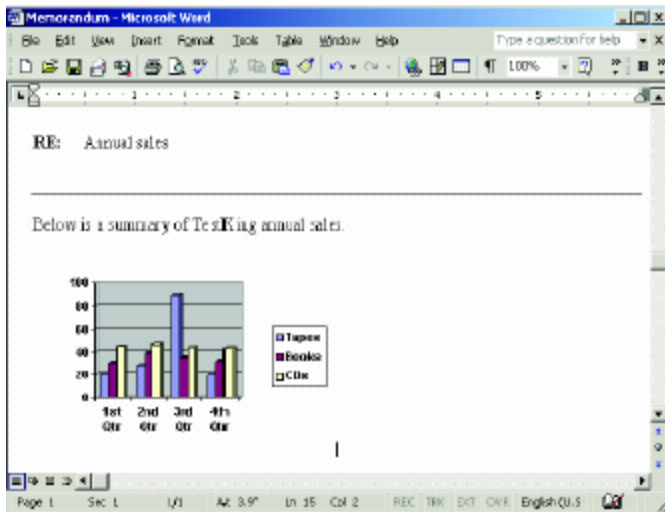
Step 6:

	A	B	C	D	E
	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	Tapes	20.4	27.4	90	20.4
2	Books	30.6	38.6	34.6	31.6
3	CDs	45.9	46.9	45	43.9

Step 7: In the Datsheet window replace East, West, and North with Tapes, Books and CDs respectively.

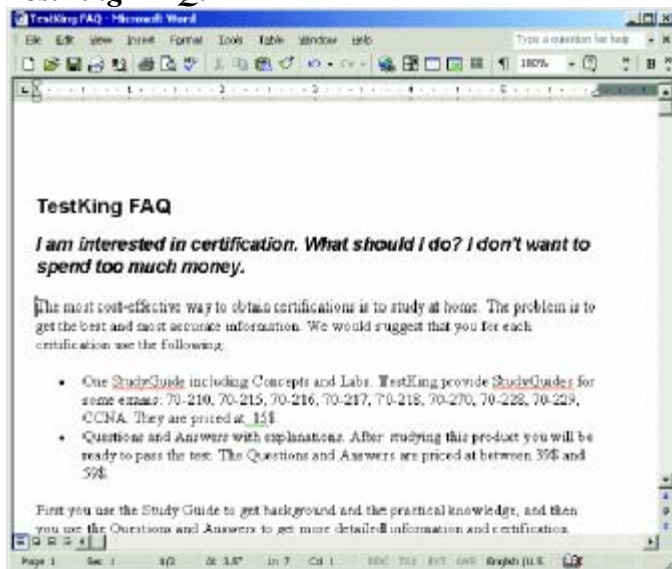
Step 8: Close the Datsheet window.

End Result (may vary):



QUESTION NO: 4

Embed the graphic named *Activates* from the Clip Art Gallery above the title *TestKing FAQ*.



Answer:

Step 1: Click above the **TestKing FAQ** header.

Step 2: Click **Insert** menu.

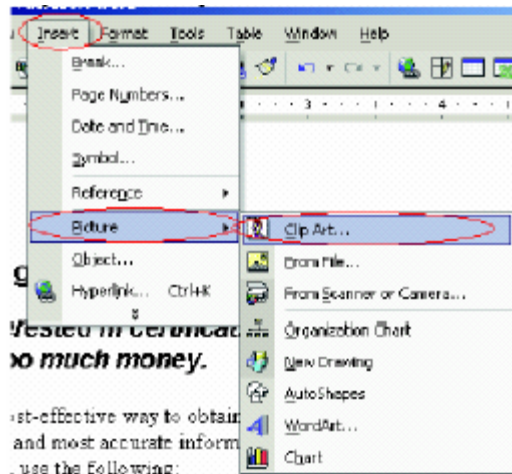
Step 3: Select the **Picture** command.

Step 4: Click the **ClipArt** Command.

Step 5: Use the search function of Clip Art to locate the **Activates** graphic.

Step 6: Insert the **Activates** graphic.

Step 7: Close ClipArt.



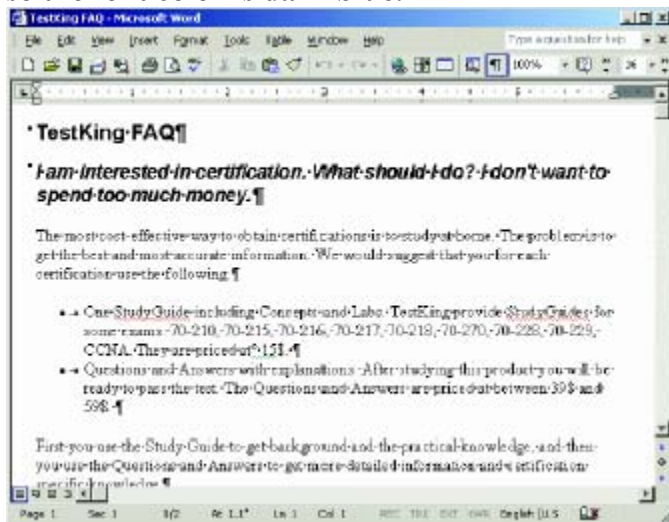
QUESTION NO: 5

This document contains two paragraphs formatted with the *Heading 1* style. Create

a new style named MyStyle that contains the following formats.

- a. Font – Tohoma, 12 point bold, dark red in color
- b. Shading 15% gray

Apply the style to both paragraphs formatted as Heading1. Then, change the style so the font color is dark blue.



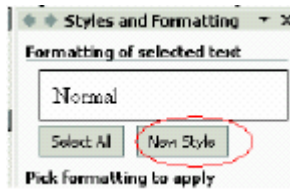
Answer:

Step 1: Click the **Format** menu.

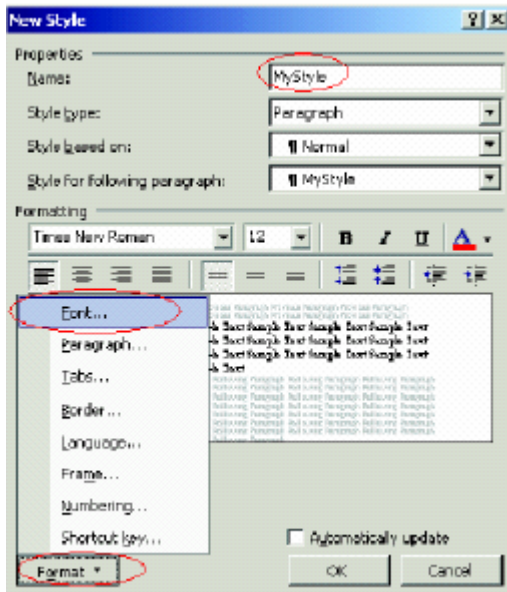
Step 2: Select the **Style and Formatting** command.

(Note: steps may vary a little. The following procedure works in Word XP)

Step 3: Click the **New Style** button.

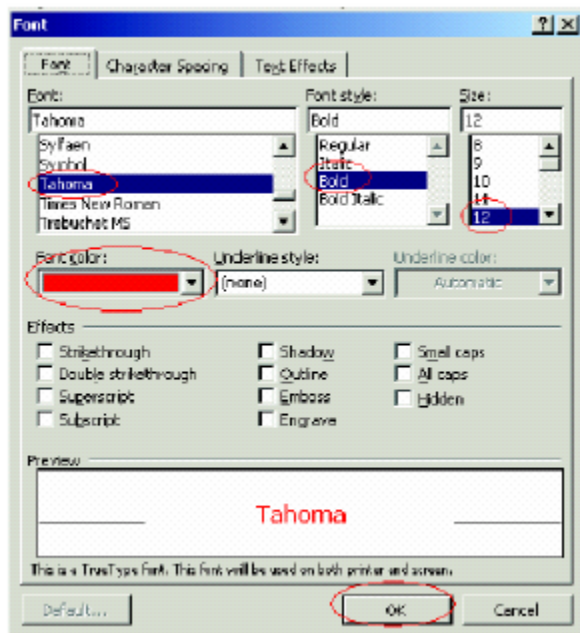


Step 4: Enter **MyStyle** in the **Name:** field.



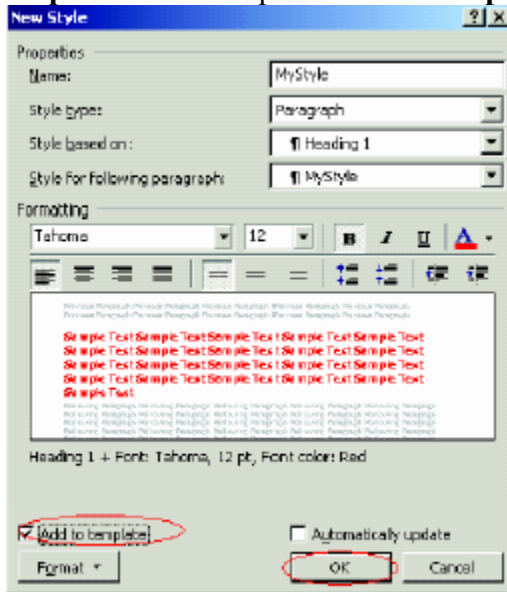
Step 5: Click the **Format** button and select the **Font** command.

Step 6: Select Font **Tahoma**, Font Style **Bold**, Size **12**, and Dark red **Font** color. Click **OK**.



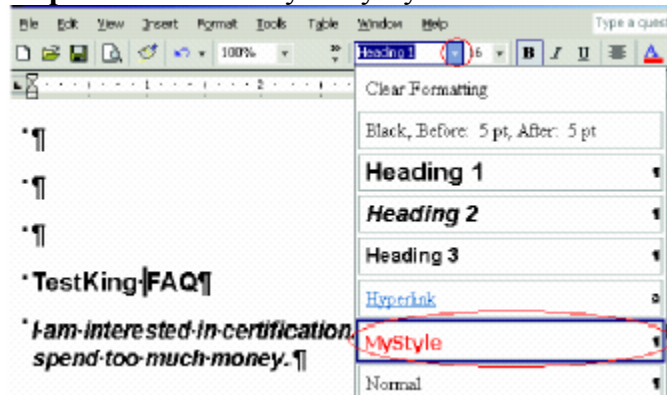
Step 7: CLICK ON **FORMAT** AGAIN THEN **BORDER** THEN **SHADING** THEN CHOOSE 5TH BOX ON ROW ONE IN THE COLOR DIALOGUE BOX WHICH IS 15% GRAY SHADING

Step 8: Select the option **Add to template**. Click **OK**.



Step 9: Click in the paragraph with style Heading 1 (TestKing FAQ).

Step 10: Select the Style MyStyle

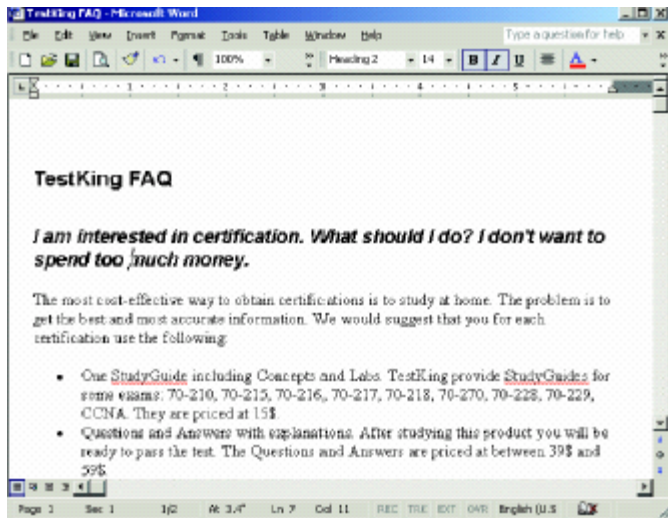


Step 11: Scroll down to the next Heading1 paragraph and click in it.

Step 12: Select the Style MyStyle

QUESTION NO: 6

Below the heading *TestKing FAQ*, embed the range A1:B12 from the open Excel worksheet.



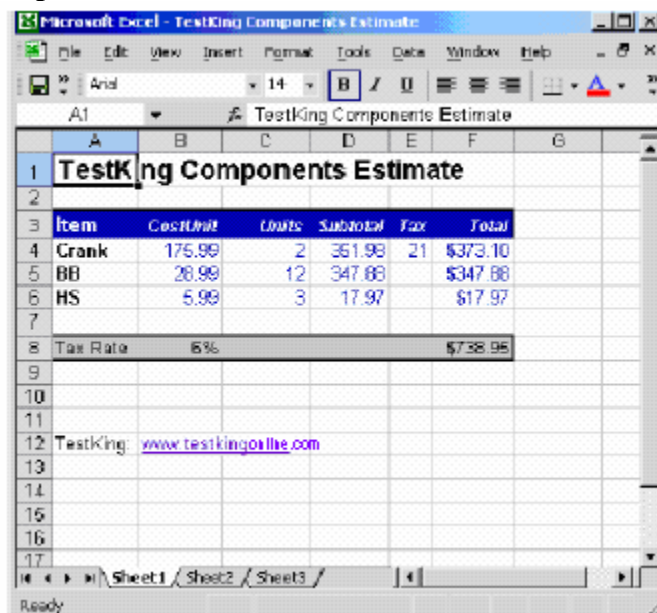
I DON'T UNDERSTAND THIS QUESTION
BUT I THINK THE WANT A BLANK EXCEL WORKSHEET

Answer:

Step 1: Click in the paragraph below the heading TestKing FAQ

Step 2: CHOOSE INSERT—OBJECT---MICROSOFT EXCEL WORKSHEET

Step 3: Click in the cell A1.



Step 4: Press the **Shift** key and click in the cell B12 (the range A1:B12 is selected).

The screenshot shows a Microsoft Excel spreadsheet with the following data:

Item	Cost/Unit	Units	Subtotal	Tax	Total
Crank	175.99	2	351.98	21	\$373.10
BB	28.99	12	347.88		\$347.88
HS	5.99	3	17.97		\$17.97
Tax Rate	6%				\$738.95

Additional text in the spreadsheet includes 'TestKing: www.testkingonline.com' and a status bar showing 'Sum=211.03'.

Step 5: Select the **Copy** command from the **Edit** menu.

Step 6: Click on the Word icon in the Taskbar.

Step 7: Select the **Paste** command from the **Edit** menu.

End Result (may vary):

The screenshot shows a Microsoft Word document with the following content:

TestKing FAQ

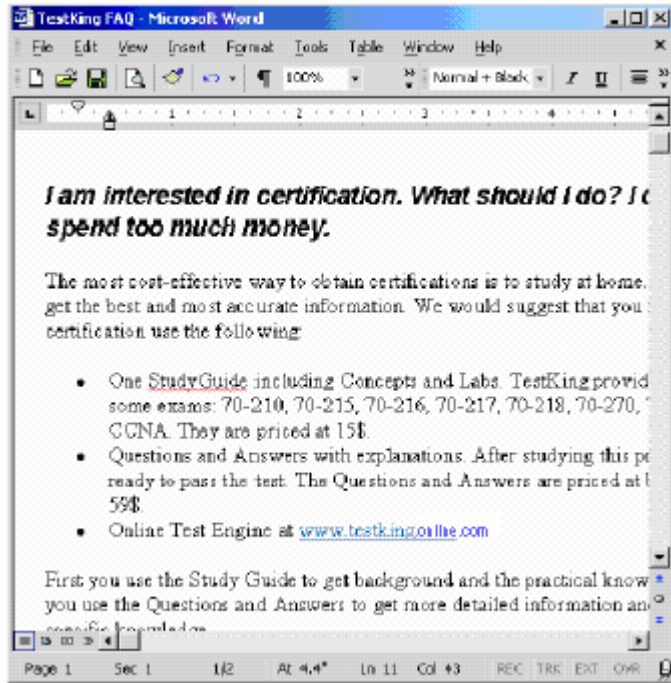
Item	Cost/Unit
Crank	175.99
BB	28.99
HS	5.99
Tax Rate	6%

TestKing: www.testkingonline.com

I am interested in certification. What should I do? I don't want to spend too much money.

QUESTION NO: 7

Add the comment i.e, banking information to the third bullet in the first paragraph,
Online Test Engine at www.testkingonline.com.



Answer:

Step 1: Click in the paragraph *Online Test Engine at www.testkingonline.com*

Step 2: Select the **Insert** menu.

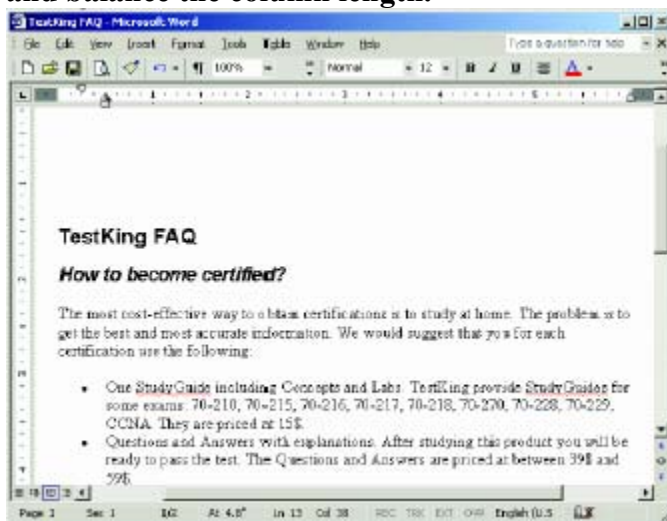
Step 3: Select the **Comment** command.

Step 4: Enter some text such as: *i.e. Banking Information*

Note: No further steps need to be taken. You might close the Comment Window if you like.

QUESTION NO: 8

Apply two newspaper columns to the entire document below the title ***TestKing FAQ***, and balance the column length.



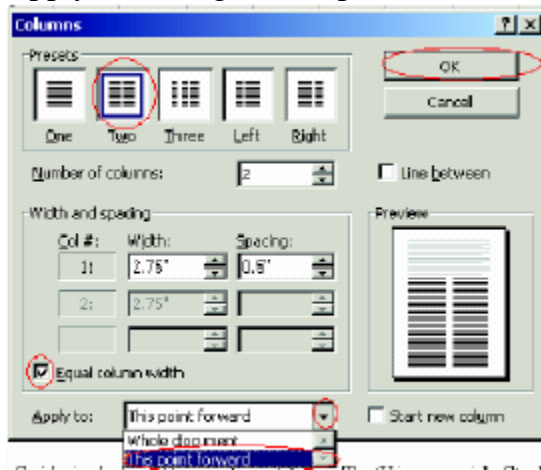
Answer:

Step 1: Click to the left in the *How to become certified* paragraph (to the left of *H* in the word *How*).

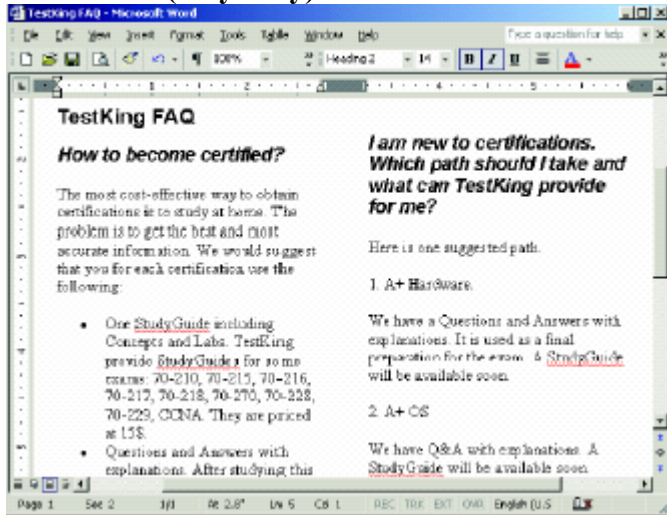
Step 2: Select the **Format** menu.

Step 3: Select the **Columns** command.

Step 4: Select two columns, make sure **Equal column width** is selection, Change the **Apply to:** setting to **This point forward**. Click the **OK** button.



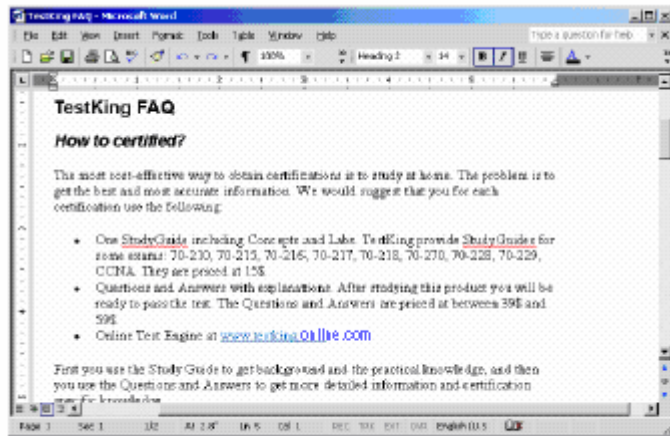
End Result (may vary):



This is correct

QUESTION NO: 9

Turn on the Track Changes While Editing action, both in the screen, and in the printed document. Then, delete the bulleted list.



Answer:

Step 1: Select the **Tools** menu

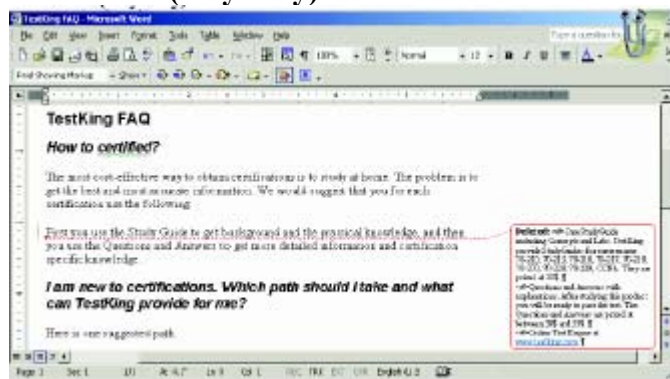
Step 2: Select the **Track Changes** command. And check all 3 boxes

Note: Please, verify with the **Track changes dialogue box**.

Step 3: Select the bulleted list.

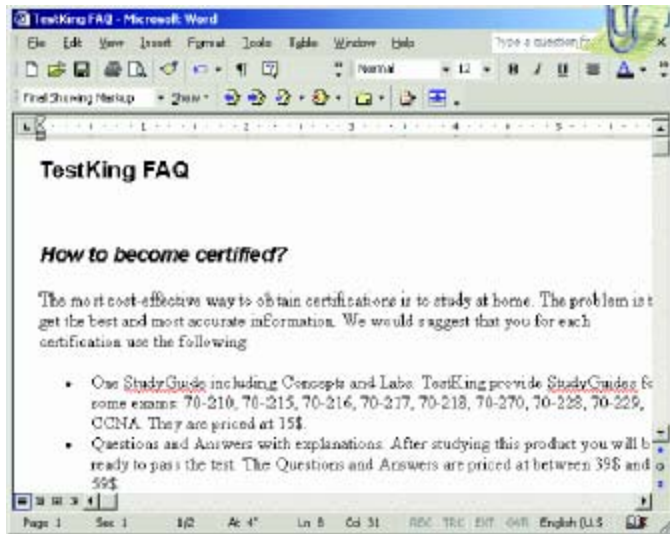
Step 4: Press the delete button.

End Result (may vary):



QUESTION NO: 10

Insert a Table of Contents immediately following the title *TestKing FAQ*, configured to display 3 heading levels.



Answer:

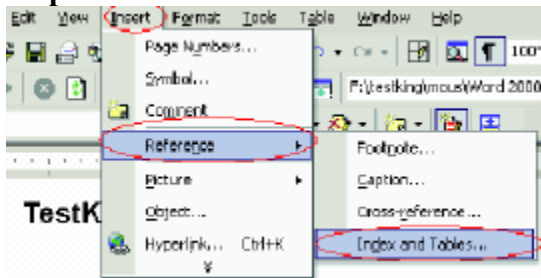
Step 1: Click in the paragraph below the heading *TestKing FAQ*.

Step 2: Select the **Insert** menu.

Step 3: select **Index and Tables**. (not reference go directly to the **Index and Tables**)

Step 4: Select the **Table of Contents** bar. Make sure **Show levels:** is set to **3**. Click **OK**.

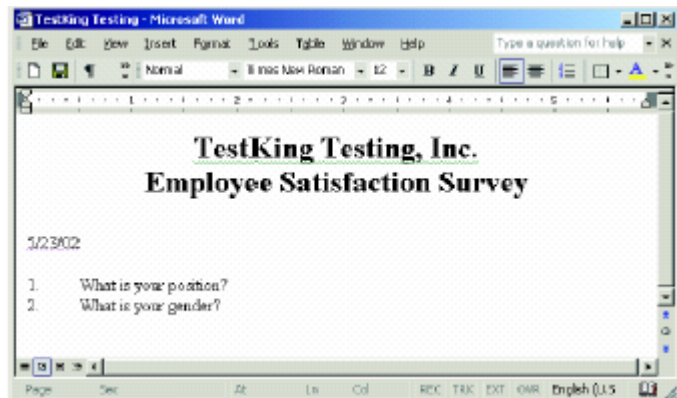
Step 4: Select the **Table of Contents** bar. Make sure **Show levels:** is set to **3**. Click **OK**.



QUESTION NO: 11

Modify the document for use as a form. Add the following drop-down list controls with these options.

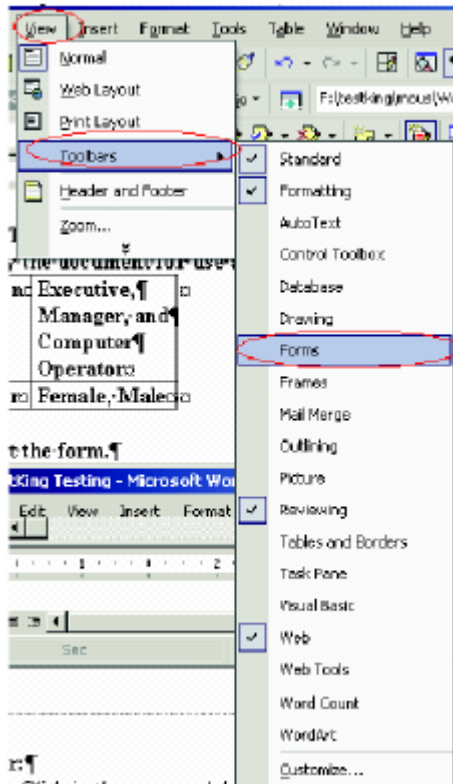
Protect the form.



Answer:

Step 1: Click to the right of the text *What is your position?*

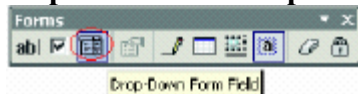
Step 2: Select the **View** menu, select the **Toolbars** command, and select **Forms**.



The Forms toolbar appears.



Step 3: Click the **Drop-Down Form Field**.



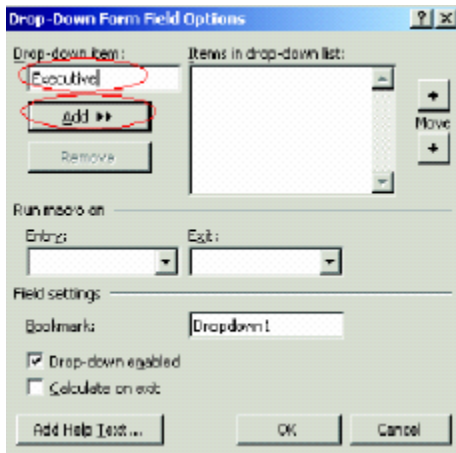
The field appears.



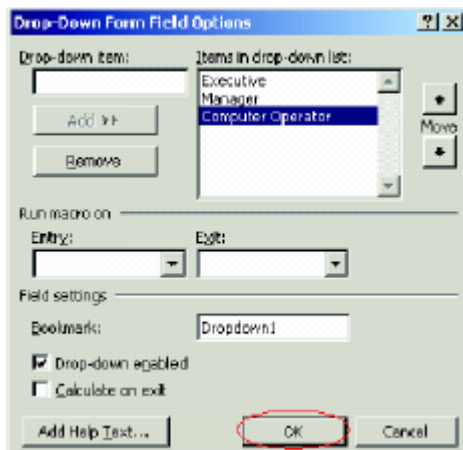
Step 4: Click **Form Field Options**.



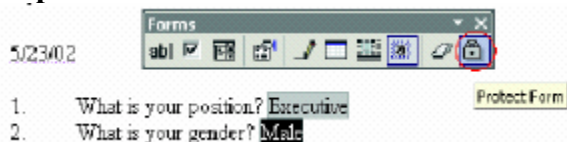
Step 5: In the **Drop-Down** item: field type **Execute**. Click the **Add** button.



Step 6: Repeat this procedure for **Manager**, and **Computer Manager**,
Step 7: Click the **OK** button.



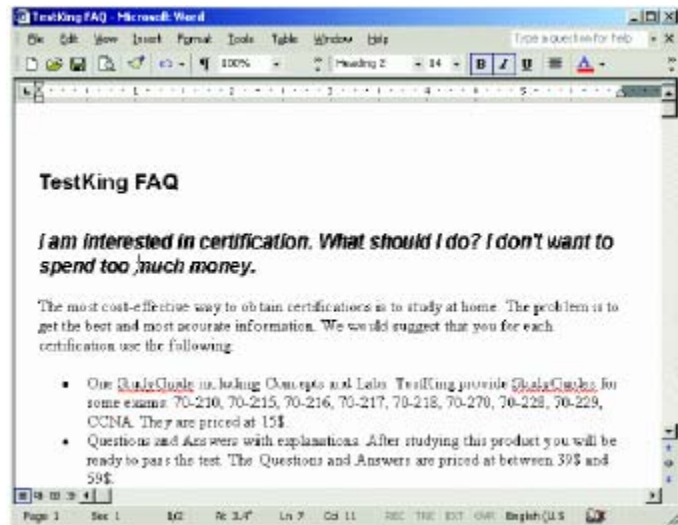
Step 8: Click to the right of the text *What is your gender?*
Step 9: Repeat steps 4-7, but enter the texts **Female** and **Male** instead.
Step 10: Click the **Protect Form** button.



End Result (may vary):
MOUS Word 2000 Expert

QUESTION NO: 12

Below the heading *TestKing FAQ*, paste a link to range A1:B12 in the Open Excel worksheet.



MOUS Word 2000 Expert

Answer:

This question and # 6 is screw-up

Step 1: Click in the paragraph below the heading TestKing FAQ

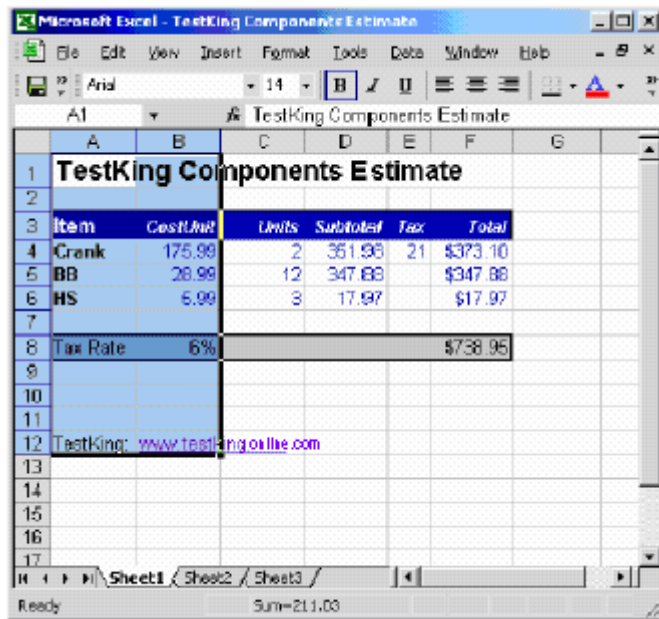
Step 2: **INSERT—OBJECT---MICROSOFT EXCEL WORKSHEET**

Step 3: Click in the cell A1.

Item	Cost/Unit	Units	Subtotal	Tax	Total
Crank	175.99	2	351.98	21	\$373.10
BB	28.99	12	347.88		\$347.88
HS	5.99	3	17.97		\$17.97
Tax Rate	6%				\$733.96

TestKing: www.testkingonline.com

Step 4: Press the **Shift** key and click in the cell B12 (the range A1:B12 is selected).

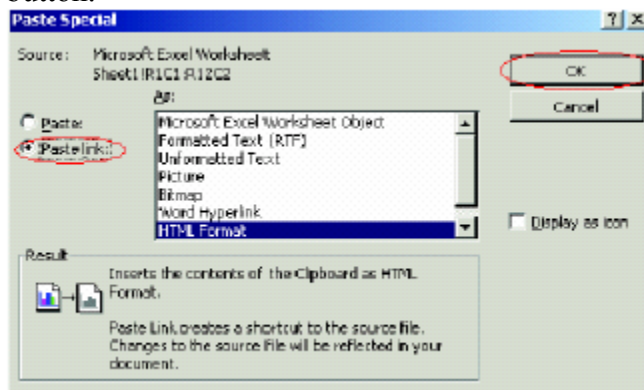


Step 5: Select the **Copy** command from the **Edit** menu.

Step 6: Click on the Word icon in the Taskbar.

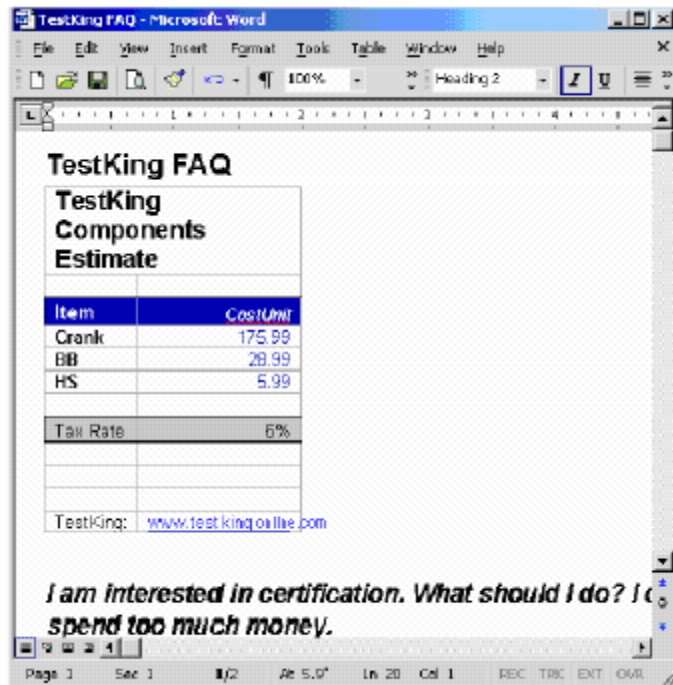
Step 7: Select the **Paste Special** command from the **Edit** menu.

Step 8: Select **Paste link:**. And choose **Microsoft Excel Worksheet** Click the **OK** button.



MOUS Word 2000 Expert

End Result (may vary):

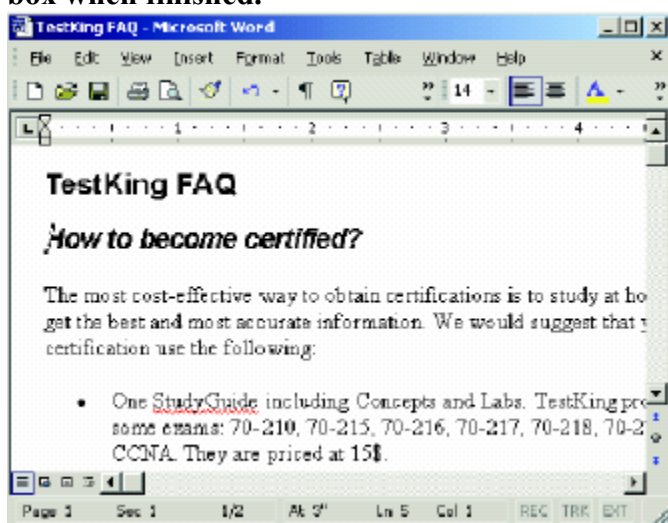


MOUS Word 2000 Expert

QUESTION NO: 13

Complete the following task:

- (1) Create a version of this document with the comment Version 2 with commands.**
- (2) Then confirm creation of the new version by displaying the version information and close the dialog box when finished.**



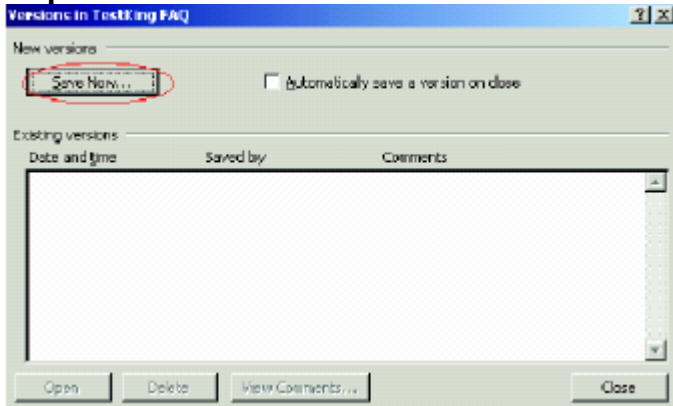
MOUS Word 2000 Expert

Answer:

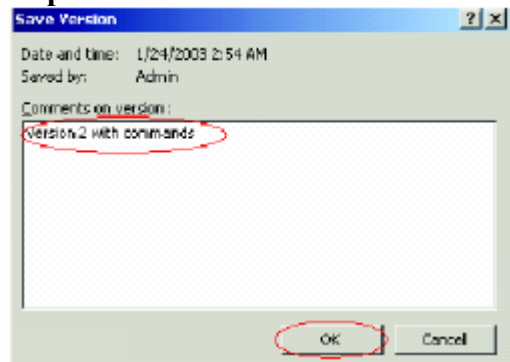
Step 1: Click the **File** menu.

Step 2: Select the **Versions** command.

Step 3: Click the **Save Now** button.

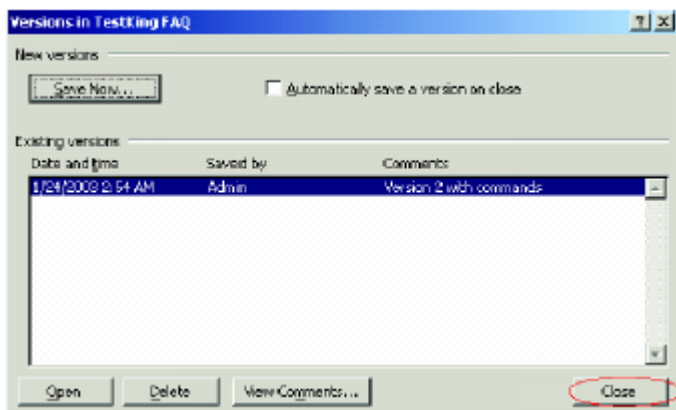


Step 4: Enter the text *Version 2 with commands*. Click the **OK** button.



Step 5: Select the **Versions** command from the **File** menu.

Step 6: Click the **Close** button.



MOUS Word 2000 Expert

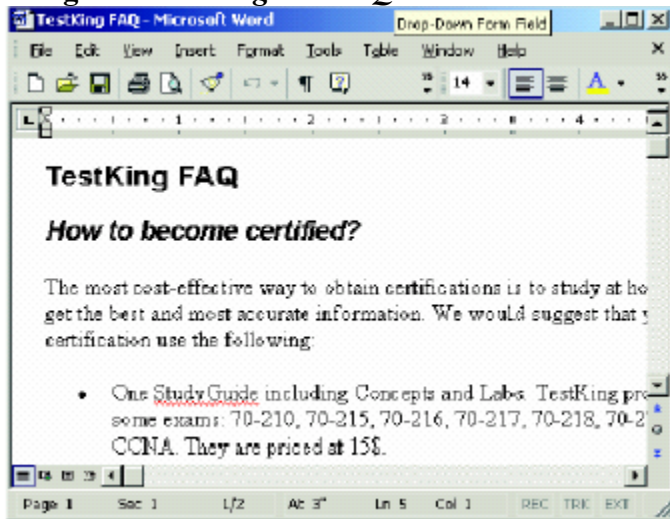
This is correct

MOUS Word 2000 Expert

MOUS Word 2000 Expert

QUESTION NO: 14

Merge the *TestKing old FAQ* file and the main document to a new document.

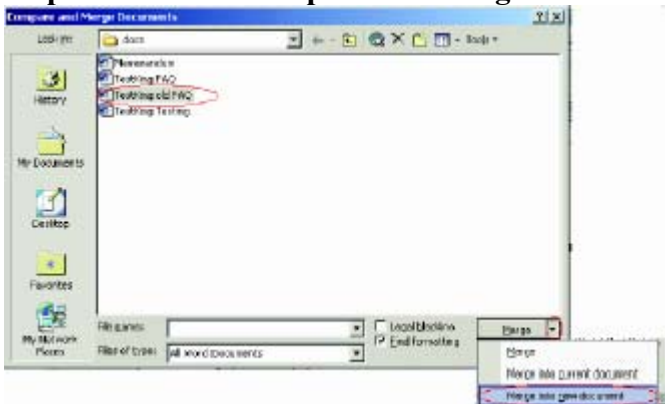


MOUS Word 2000 Expert

Answer:

Step 1: Select the **Tools** menu.

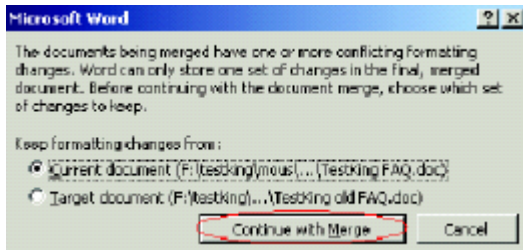
Step 2: Select the **Compare and Merge Documents** command.



Step 3: Select **TestKing old FAQ** document.

Step 4: Select the **Merge into new document** command.

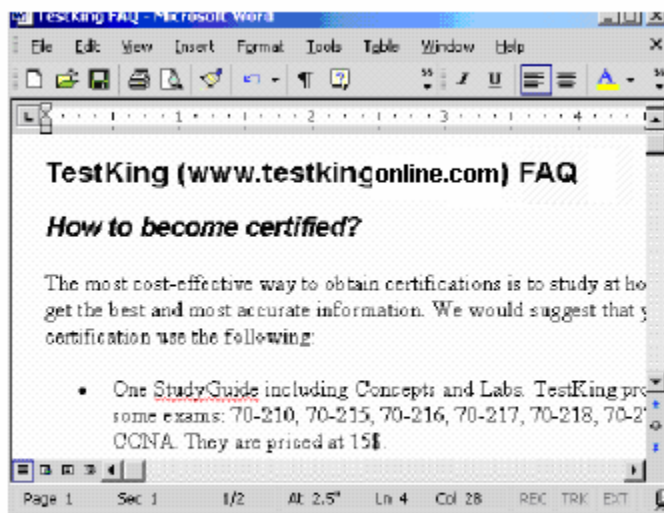
Step 5: Click the **Continue with Merge** button.



MOUS Word 2000 Expert

QUESTION NO: 15

Set options so that a page number does not appear on the title page.



c

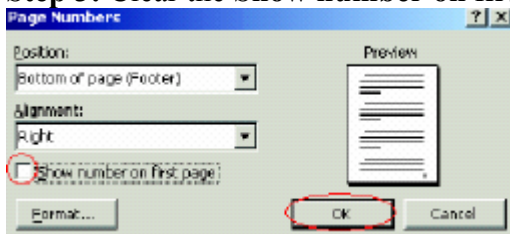
MOUS Word 2000 Expert

Answer:

Step 1: Select the **Insert** menu.

Step 2: Select the **Page numbers** command.

Step 3: Clear the **Show number on first page** option.



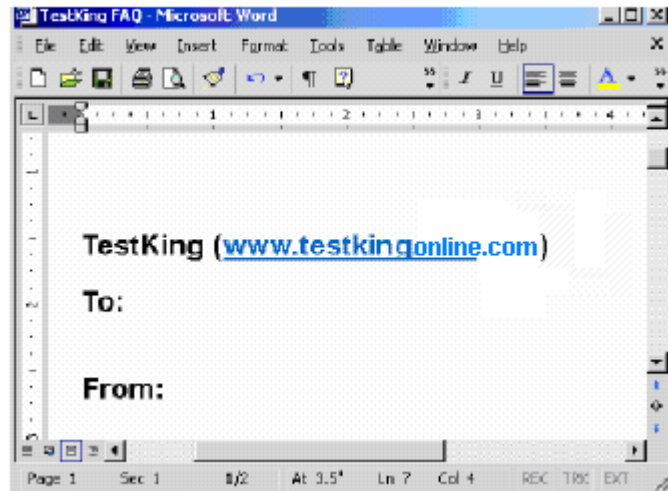
- 46 -

Step 4: Click the **OK** button.

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QUESTION NO: 16

Using the Mail Merge Helper, prepare this document as a mail merge document for form letters.

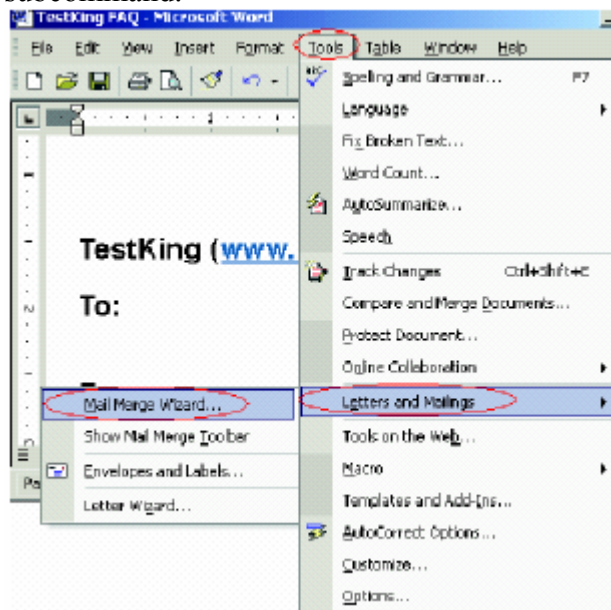


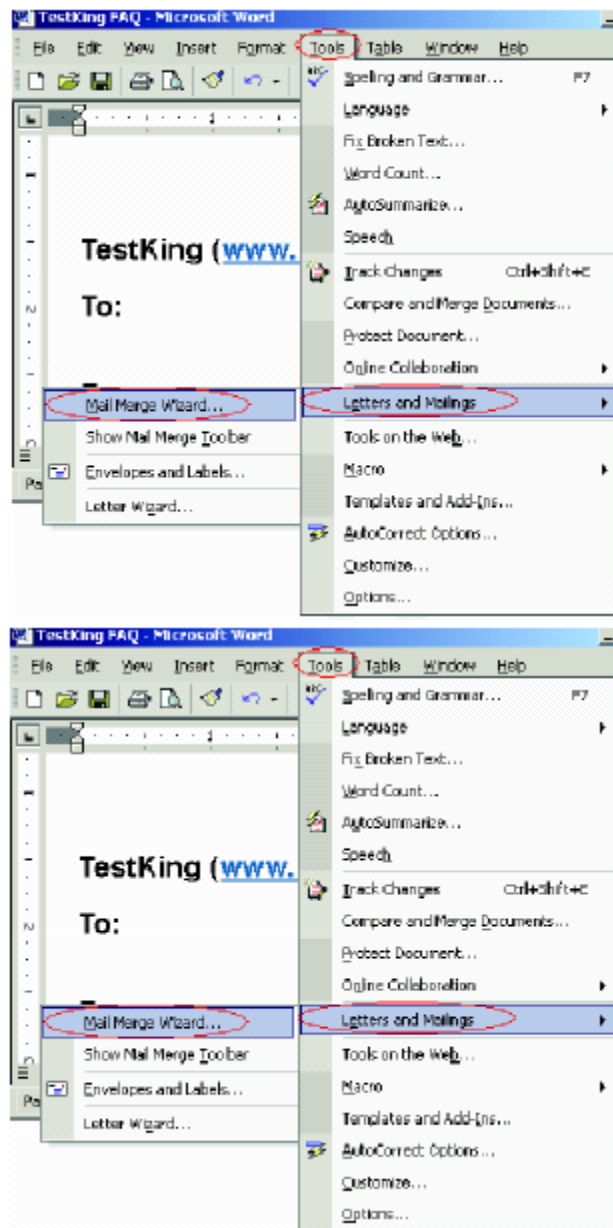
MOUS Word 2000 Expert

Answer:

Step 1: Select the **Tools** menu.

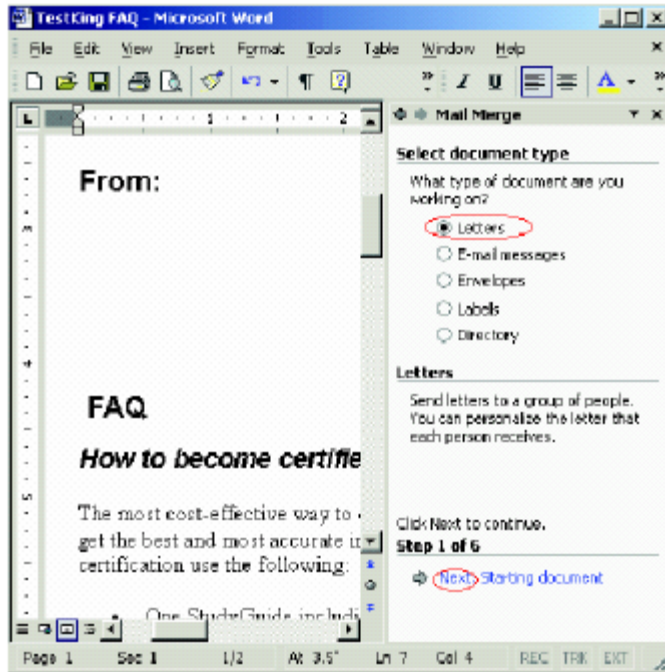
Step 2: Select the **Letters and Mailings** command and the **Mail Merge Wizard** subcommand.





MOUS Word 2000 Expert

Step 3: Make sure **Letters** is selected, and then click **Next**.

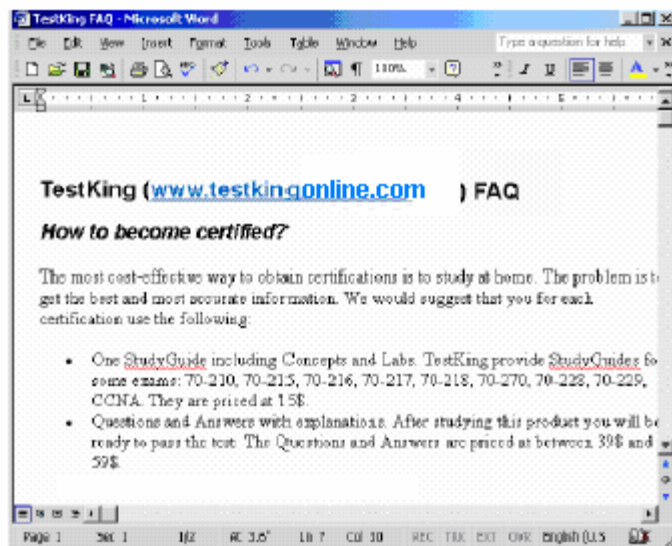


Step 4: Etc.

MOUS Word 2000 Expert

QUESTION NO: 17

Bookmark the header *TestKing (www.testkingonline.com) FAQ*. Name the bookmark TestKing.



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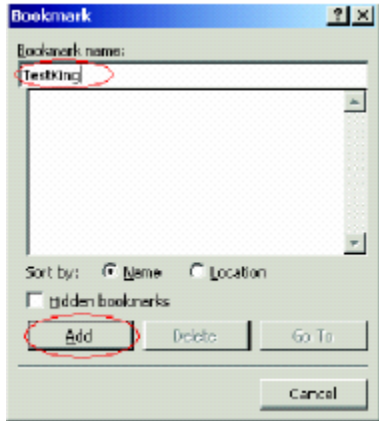
Answer:

Step 1: Select the header *TestKing* (www.testkingonline.com) *FAQ*

Step 2: Select the **Insert** menu.

Step 3: Select the **Bookmark** command.

Step 4: Enter *TestKing*.

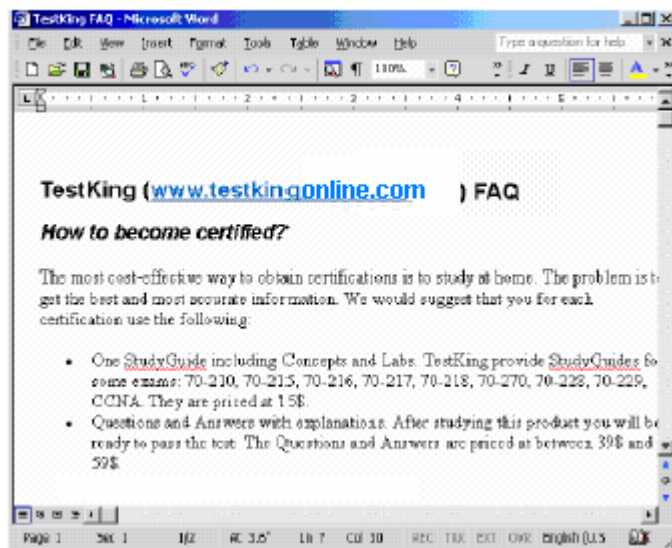


Step 5: Click the **Add** command.

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QUESTION NO: 18

Complete the following tasks:



(1) Modify the *TestKingFormatMacro* macro so that it uses Dark Red as the font color.

(2) Then, run the macro to change the text in the 3 bullets in the first paragraph to dark red text.

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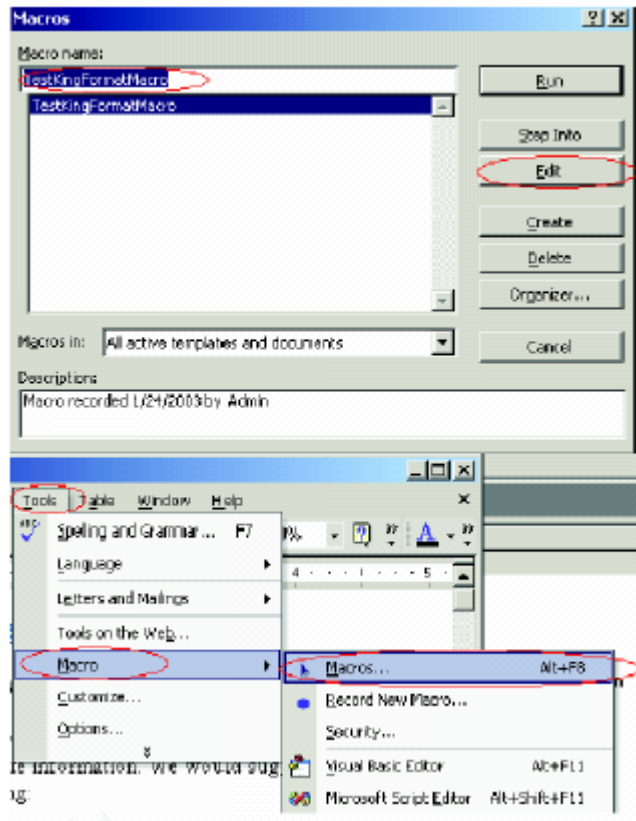
Answer:

Step 1: Select the **Tools** menu.

Step 2: Select the **Macro** command.

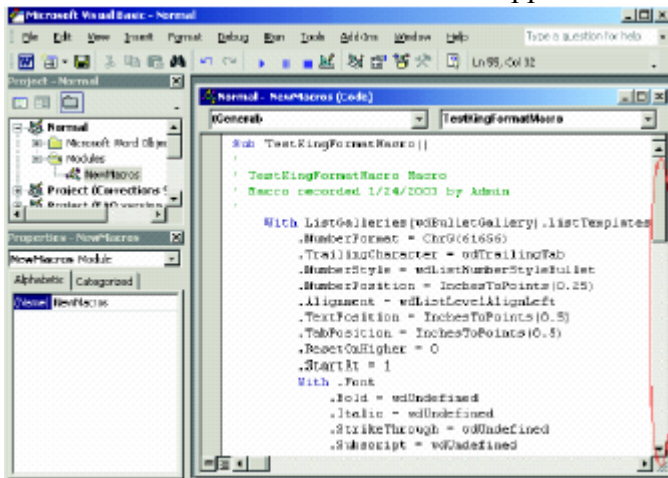
Step 3: Select the **Macros** subcommand.

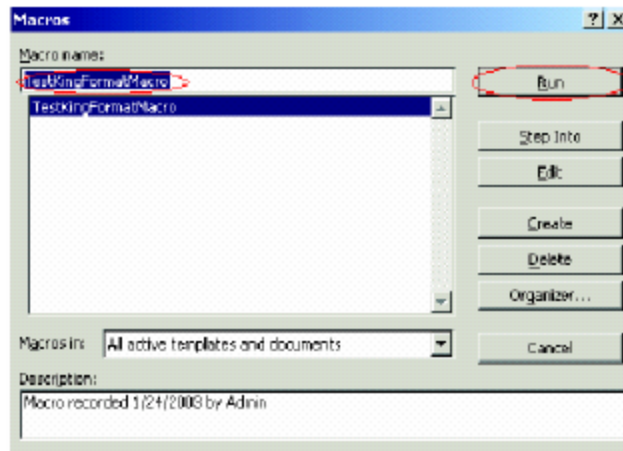
Step 4: Make sure the **TestKingFormatMacro** is select. Click the **Edit** button.



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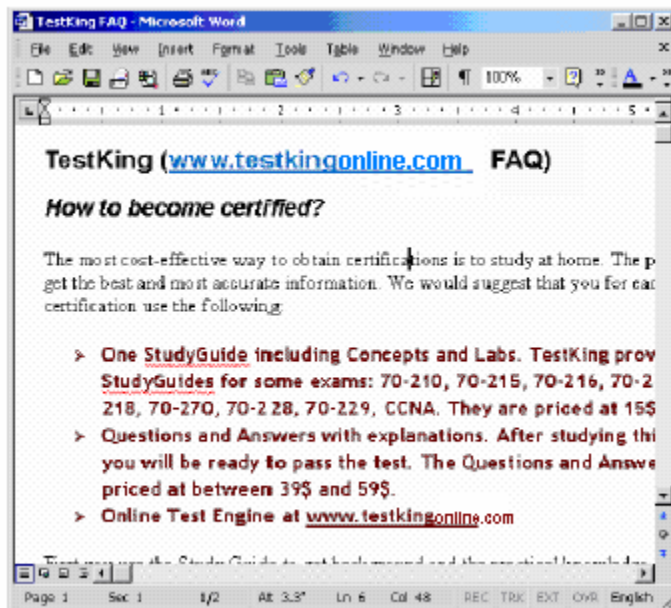
The Microsoft Visual Basic Windows appears.





Step 15: Click the **Run** button.
End Result (may vary):

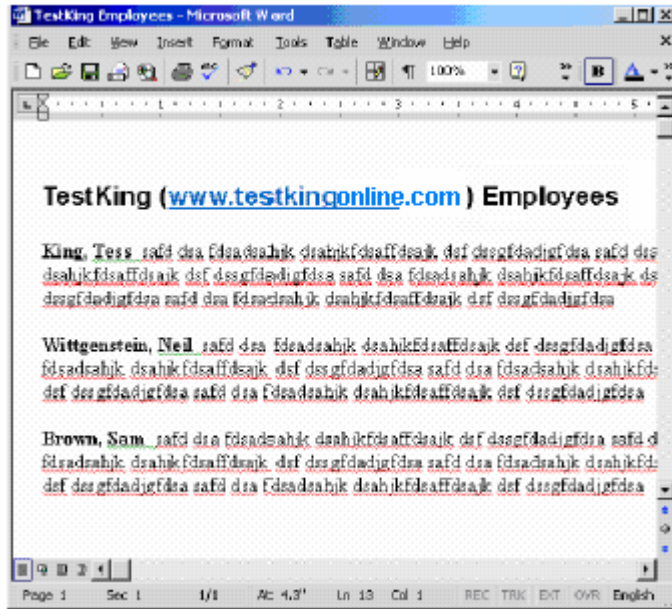
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MOUS Word 2000 Expert

QUESTION NO: 19
Order this list of terms alphabetical.



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Answer:

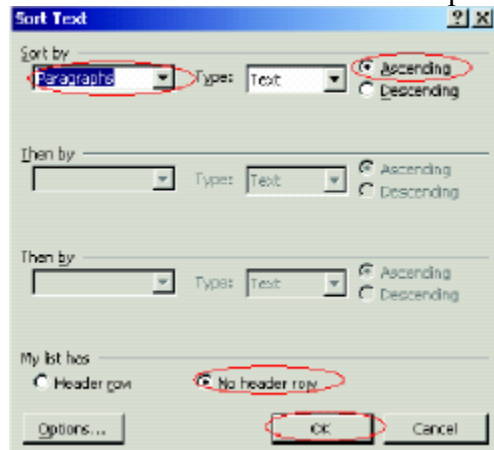
Step 1: Select the list of Employees (click to the left of **King, Tess**. Shift-click at the end of the list).

Step 2: Select the **Table** menu.

Step 3: Select the **Sort** command.

Step 4: Make sure that **Sort by:** Paragraphs, **Ascending**, and **No Header row** are selected.

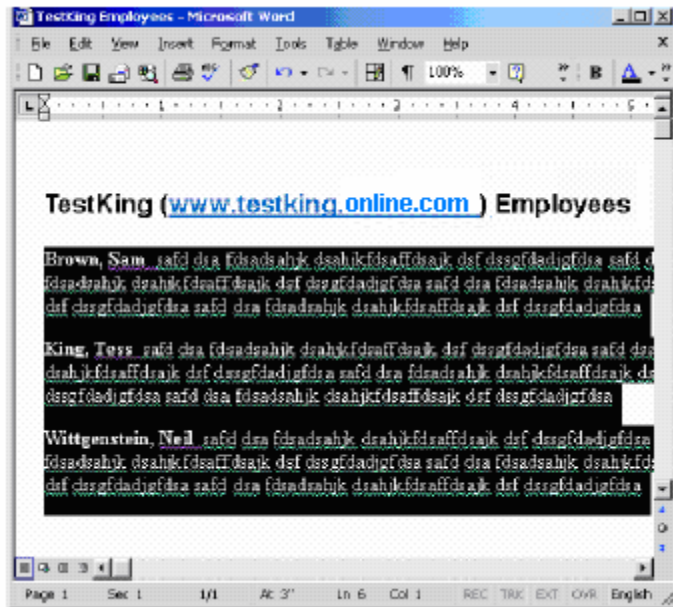
Note: This should be the default options so no changes should be required.



Step 5: Click the **OK** button.

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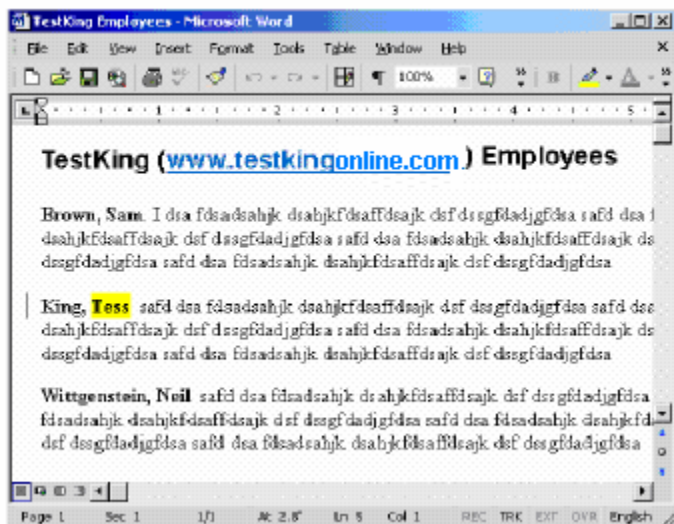
End Result (may vary):



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QUESTION NO: 20

Protect the comments in this document (without a password). To test the protection, delete the comment.



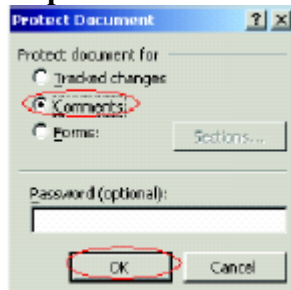
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Answer:

Step 1: Select the **Tools** menu.

Step 2: Select the **Protect document** command.

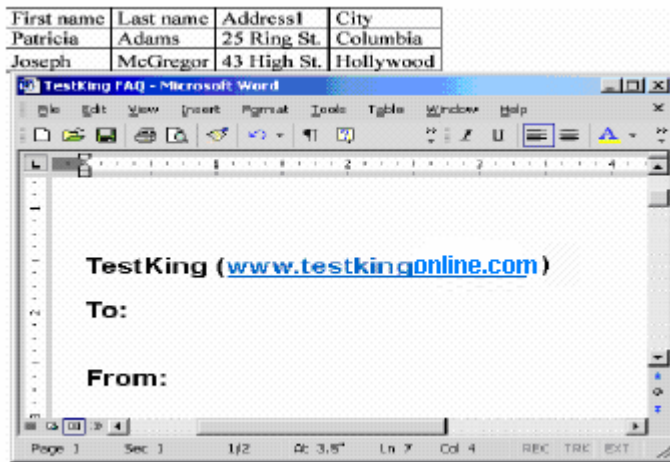
Step 3: Select Comments. Click OK.



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QUESTION NO: 21

Using the Mail Merge Helper, create a Word Data Source consisting of the following Recipient information.

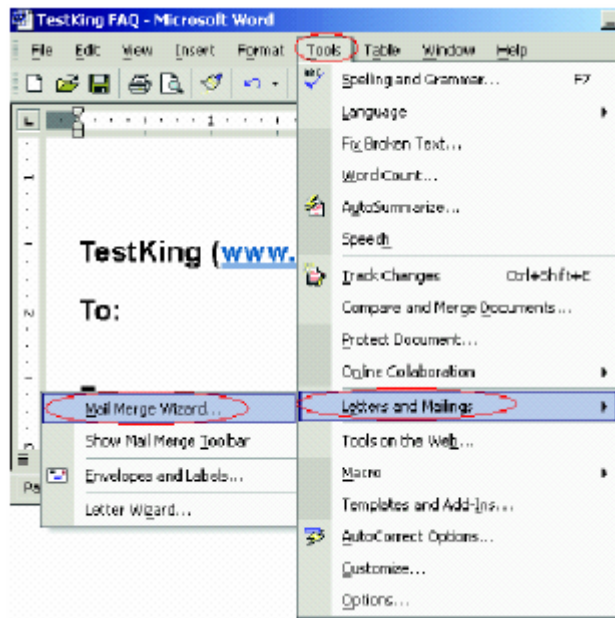


MOUS Word 2000 Expert

Answer:

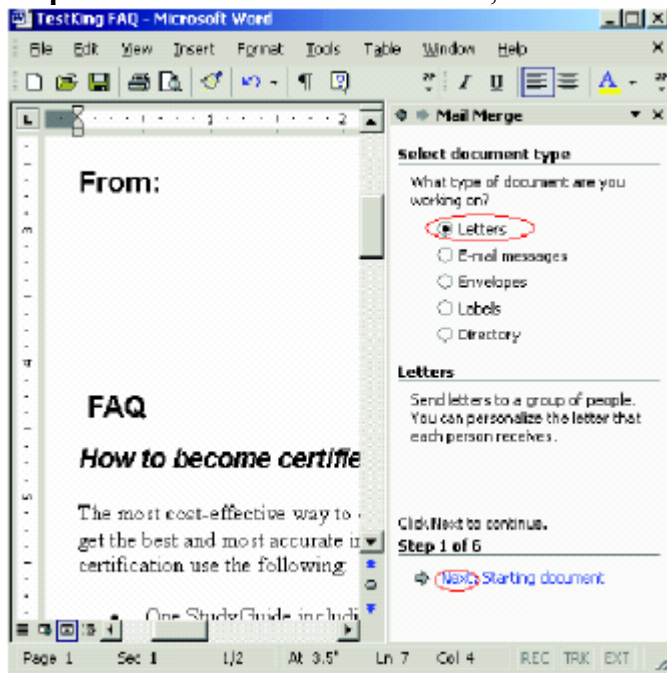
Step 1: Select the **Tools** menu.

Step 2: Select the **Letters and Mailings** command and the **Mail Merge Wizard** subcommand.



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Step 3: Make sure **Letters** is selected, and then click **Next**.



Step 4: Make sure **Use the current document** is select. Click on **Next**.

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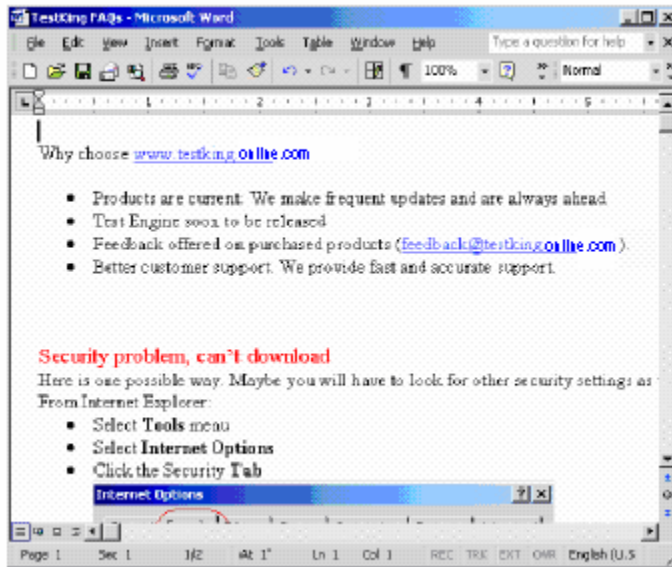
Step 4: Select **Type a new list**. Click **Create**.
Step 5:

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The 'New Address List' dialog box is shown. The 'Enter Address Information' section has the following fields filled: First Name: Patricia, Last Name: Adams, Address Line 1: 25 Ring St., City: Columbia. The 'New Entry' button is highlighted. The 'View Entries' section shows 'Page Entry Number' 1 and 'Total entries in list' 1.

Step 6: Enter the second recipient and click the **Close** button.

Step 7: Enter a file name and click the **OK** button.



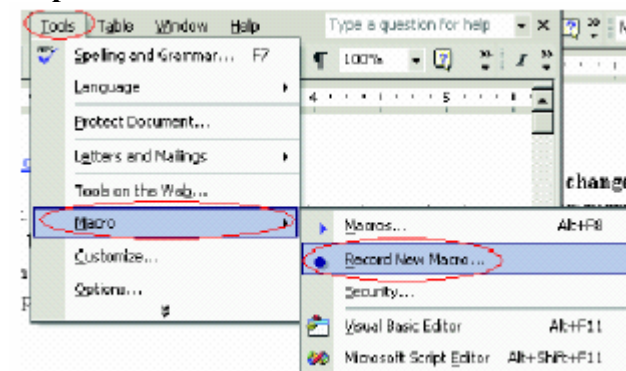
Answer:

Step 1: Double-click in the word *Products* to select it.

Step 2: Select the **Tools** menu.

Step 3: Select the **Macro** command.

Step 4: Select the **Record New Macro** subcommand.



Step 5: In the **Macro Name:** field enter *TestKingBulletFormat*. Click the **OK** button.

Step 4: Select the **Record New Macro** subcommand.

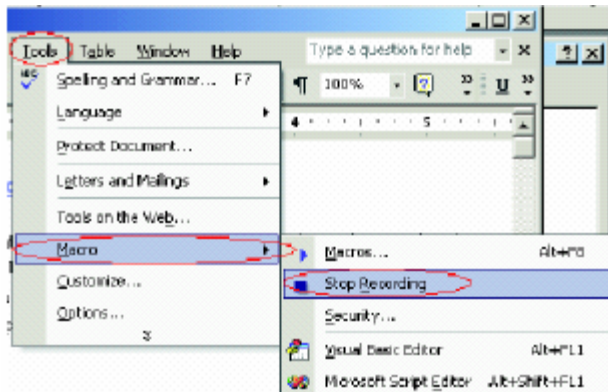
Step 5: In the **Macro Name:** field enter *TestKingBulletFormat*. Click the **OK** button.

Step 6: Select the **Format** menu.

Step 7: Click the **Font** command.

Step 8: Select Font **Ariel**, Font style **Italic**, Size **12**, and Font color **Dark Blue**. Click **OK**.

Step 9: Select the **Tools** menu, the **Macro** command, and the **Stop Recording** subcommand.

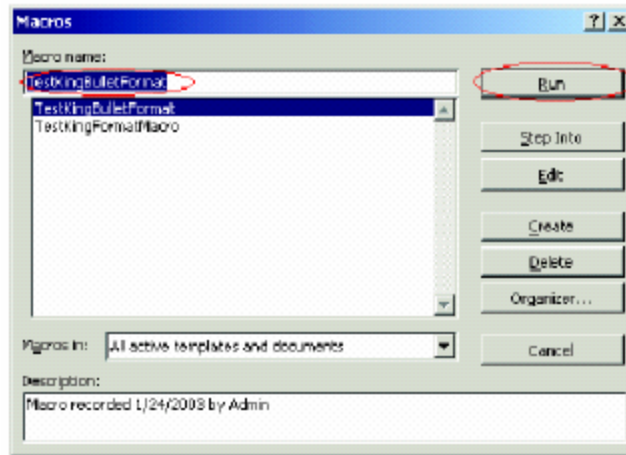


Step 10: Go through the document and for each bulleted once at a time:

Step 11: Select the bulleted list.

Step 12: Select the **Tools** menu, select the **Macro** command, select the **Macros** subcommand.

Step 13: Make sure that **TestKingBulletFormat** is selected, and click the **Run** button.



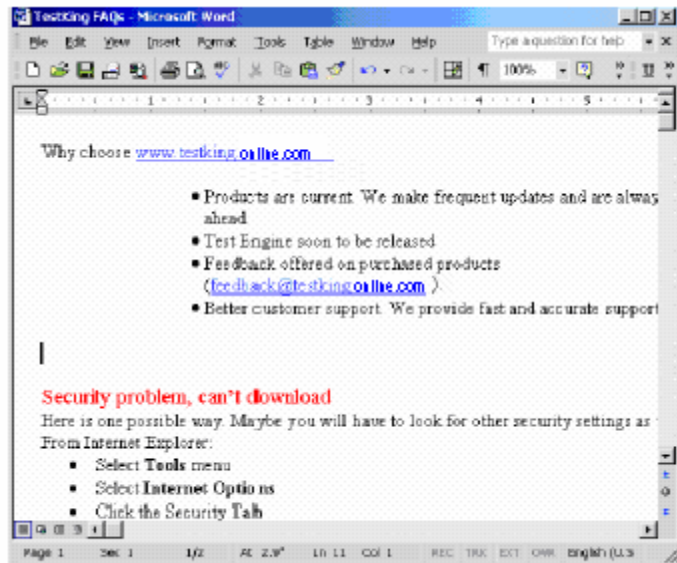
QUESTION NO: 23

Complete the following task:

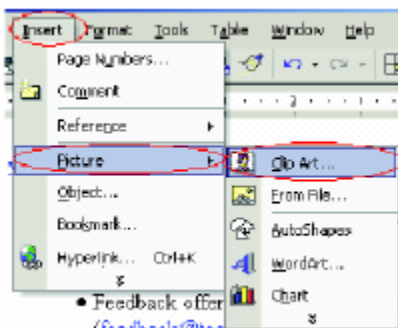
(1) Insert the graphic named *TestKing.bmp* from the Clip Art Gallery at 50% of its original size left of the second list of bulleted items.

(2) Then, change the text alignment options to Square, and wrap to the largest only.

Answer (incomplete – try this out yourself to get the 100% correct procedure):



Step 1: Select the **Insert** menu, select the **Picture** command, select the **Clip Art** subcommand.



Step 2: Find the picture **TestKing.bmp** and insert it.

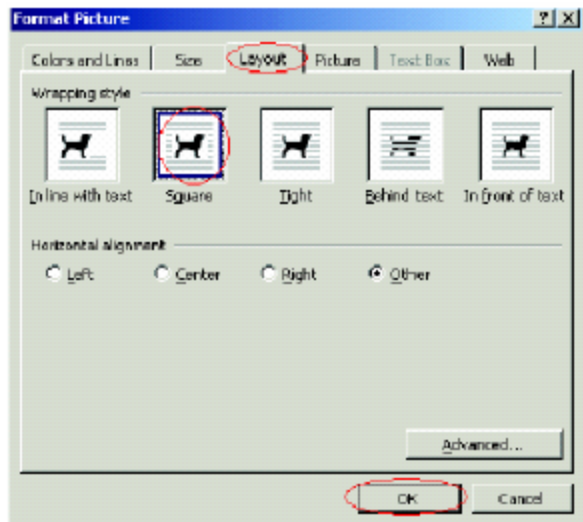
Step 3: Resize the picture.

Step 4: Click on the picture to select it.

Step 5: Select the **Format** menu, select the **Picture** command.

Note: Possibly the **Object** command. It is the command that is last in the menu.

Step 6: Select the **Layout** tab, select Wrapping style **Square**. Click the **OK** button.



Step 7: Place the picture to the left of the bulleted list.