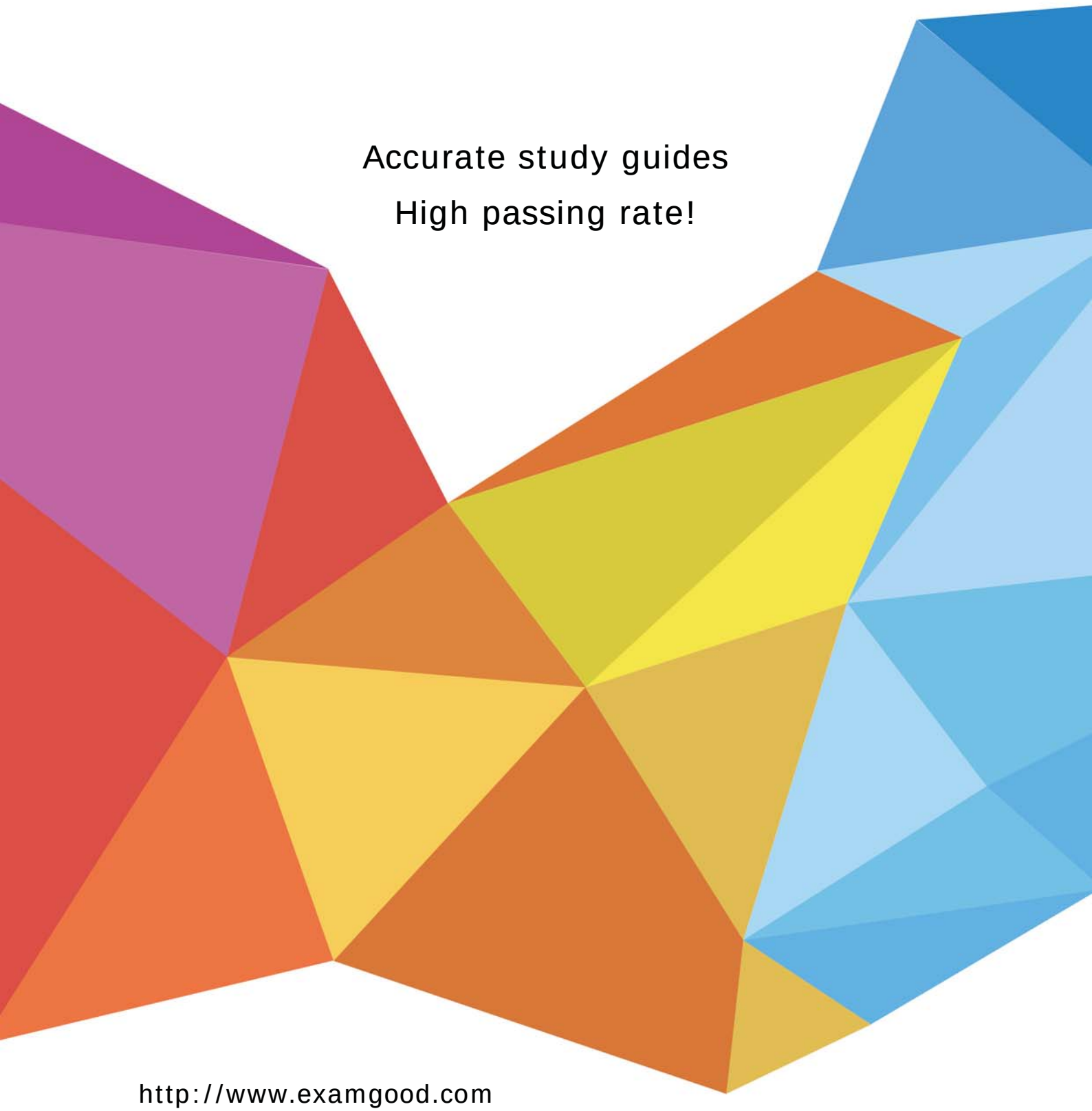
EXAMGOOD

QUESTION & ANSWER

Exam Good provides update free of charge in one year!

Accurate study guides

High passing rate!



http://www.examgood.com

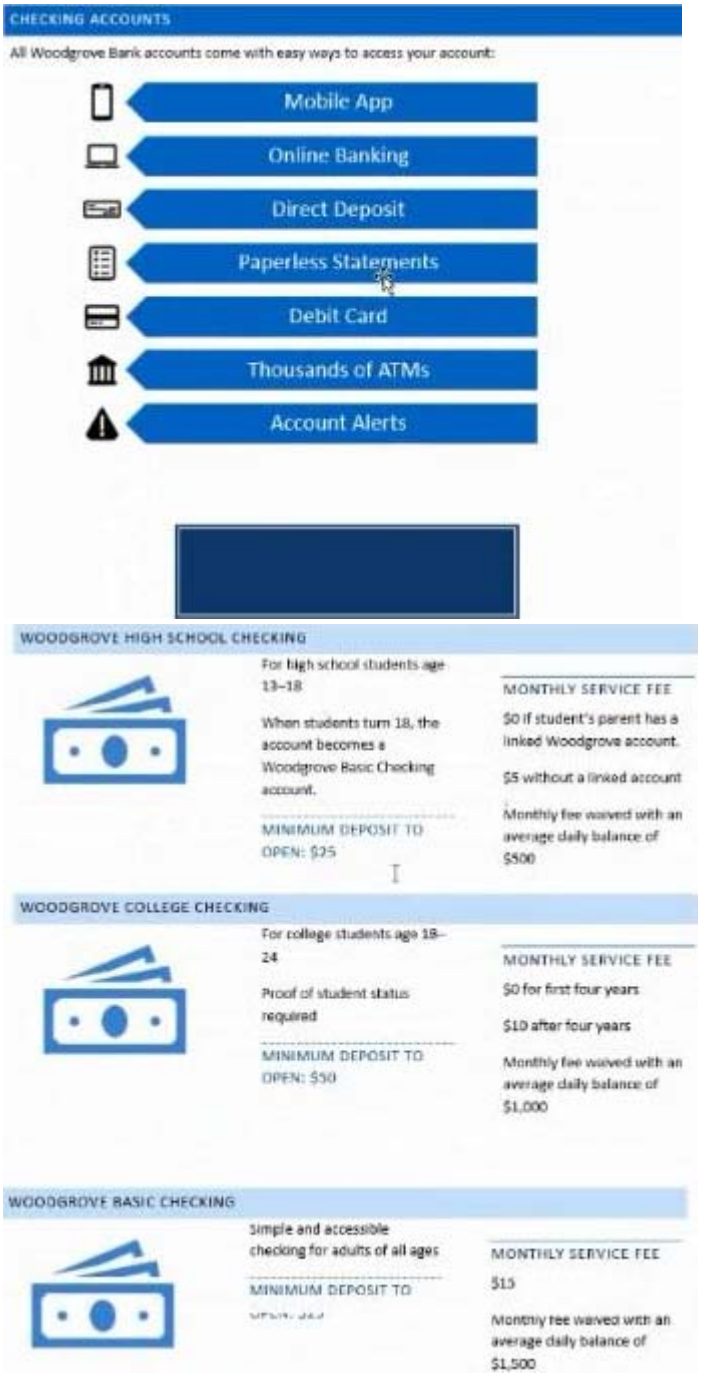
**Exam** : **MO-100**

**Title** : Microsoft Word (Word and Word 2019)

**Version** : DEMO

1. Topic 1, WoodGrove Bank

U.S. BANK ACCOUNTS FOR
NTERNATIONAL STUDENTS



SAVINGS ACCOUNTS

Set up a recurring automatic transfer from your Woodgrove Checking account to your Woodgrove Savings account.

WOODGROVE SAVINGS

Earn interest while maintaining access to your money

Minimum deposit to open: $25

MONTHLY SERVICE FEE

$5

Monthly fee waived with an average daily balance of $300

Monthly fee waived if account owner is younger than 18

WOODGROVE BASIC SAVINGS

Same benefits as Woodgrove Savings plus no Woodgrove fee on non-Woodgrove ATM transactions

Minimum deposit to open: $100

MONTHLY SERVICE FEE

$20

Monthly fee waived with an average daily balance of $3,000

BANKING FEES

Fees apply to all checking and savings accounts.

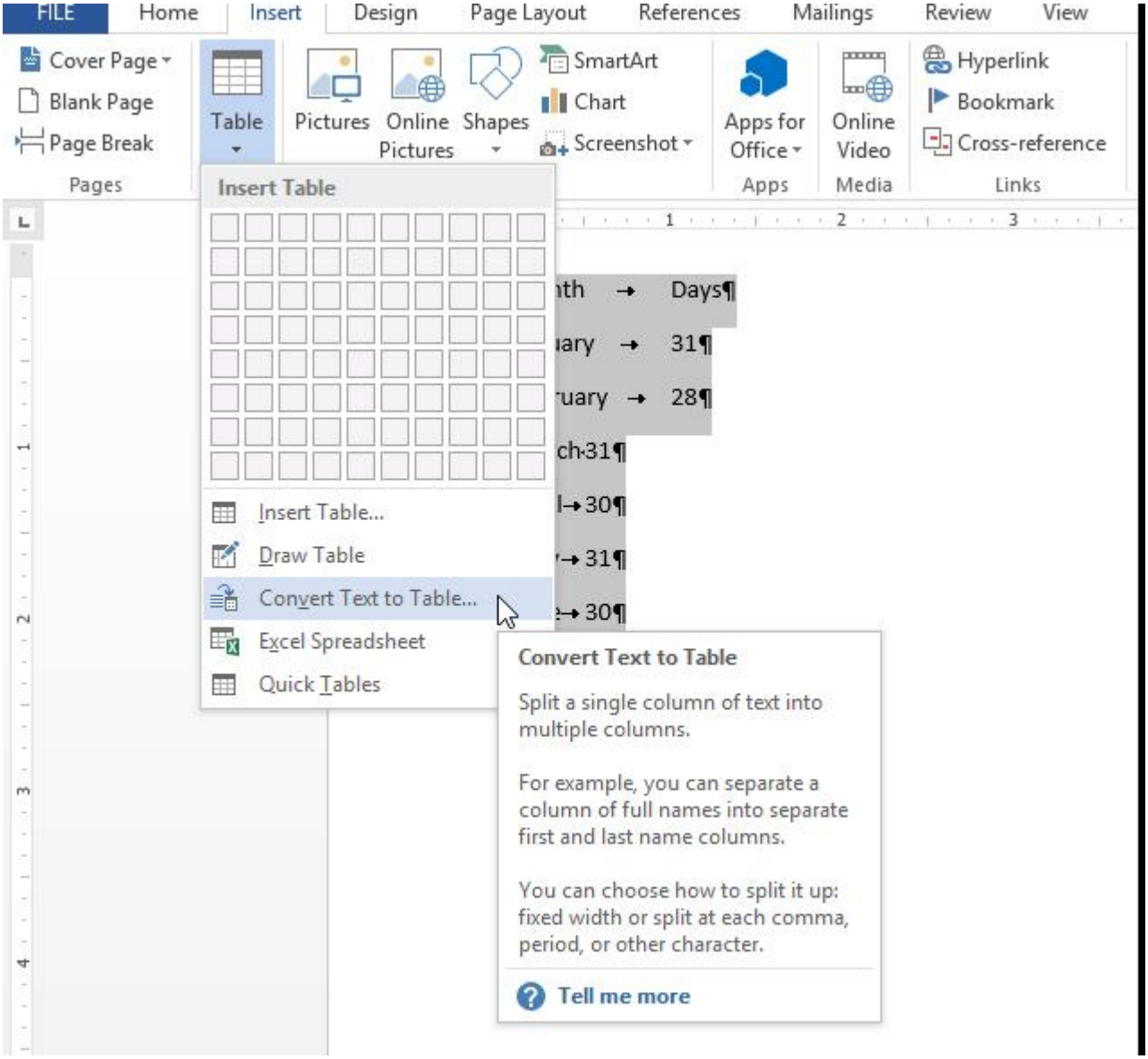
| | |
|---|---|
| Card replacement (lost) | $12 |
| Card replacement (rush request) | $5 |
| ATM transaction | $2.50 per transaction |
| Insufficient funds | $37 |
| Stop payment | $30 |
| Cashier's check | $8 per check |
| Wire transfer: domestic | $15 |
| Wire transfer: international | $35 |

CORRECT TEXT

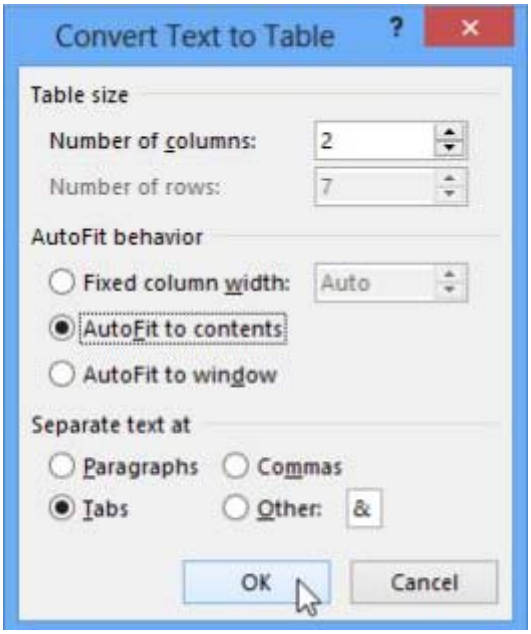
In the "Banking Fees" section, convert the tab-delimited text to a two-column table. Accept the default AutoFit behavior.

**Answer:**

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.




2.CORRECT TEXT

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

**Answer:**

➪ Go to Home > Replace or press Ctrl+H.

➪ Enter the word “Woodgrove Basic” and Replace with “Woodgrove Plus”

3.CORRECT TEXT

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

**Answer:**

➪ Go to Insert > Text Box.

➪ Click in your “Checking Accounts” section you'd like to insert the text “Anytime Account Access”.

4.CORRECT TEXT

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

**Answer:**

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

5.CORRECT TEXT

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:**

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