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# MOS-W2E

**Microsoft**

*MOUS 2000 Word 2000 Expert*

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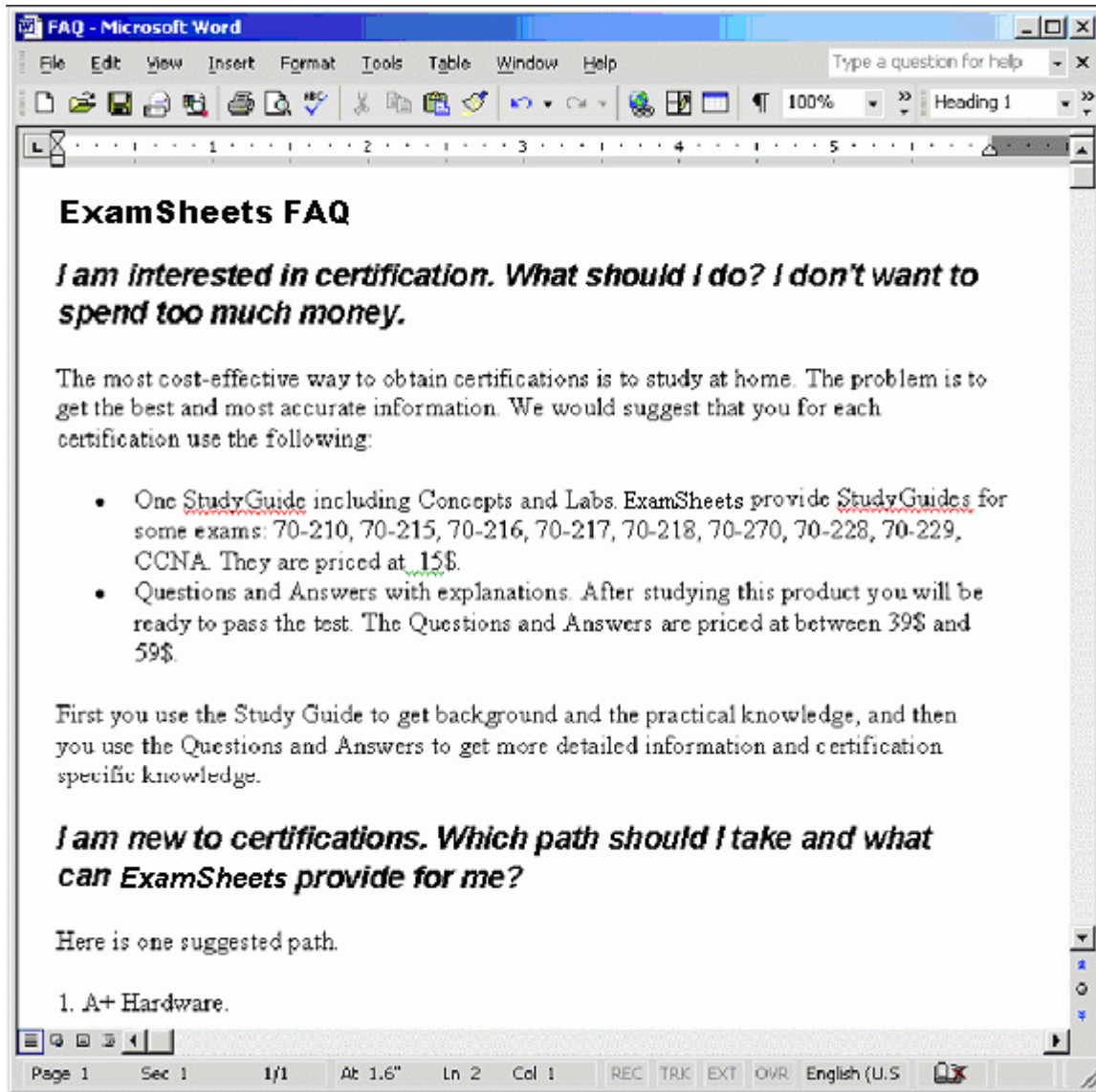
# **DEMO EXAM**

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**Question: 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 ExamSheets provide?

**Answer:**

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

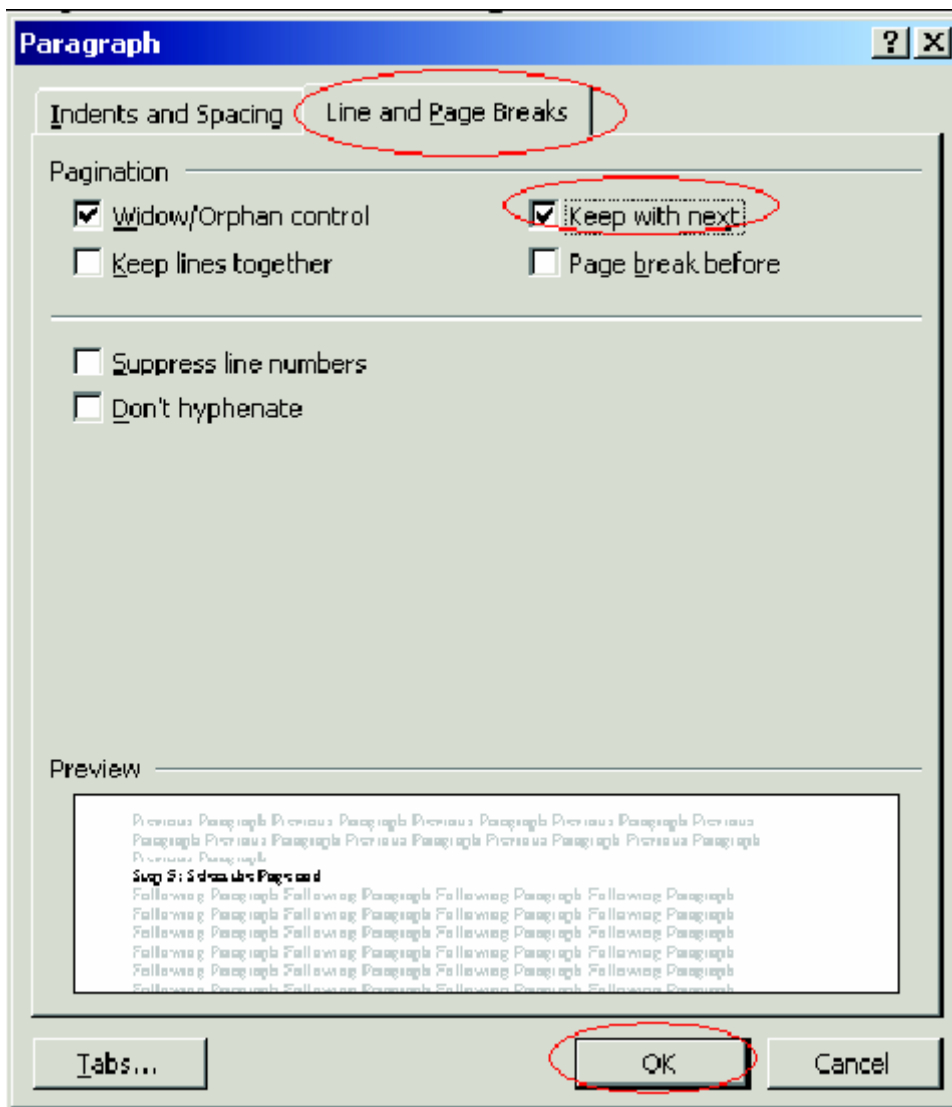
Step 2: Select the text from this until the end of the paragraph preceding the subheading I want to combine MCDBA and MCSE. Which path should I choose and what can ExamSheets provide?

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



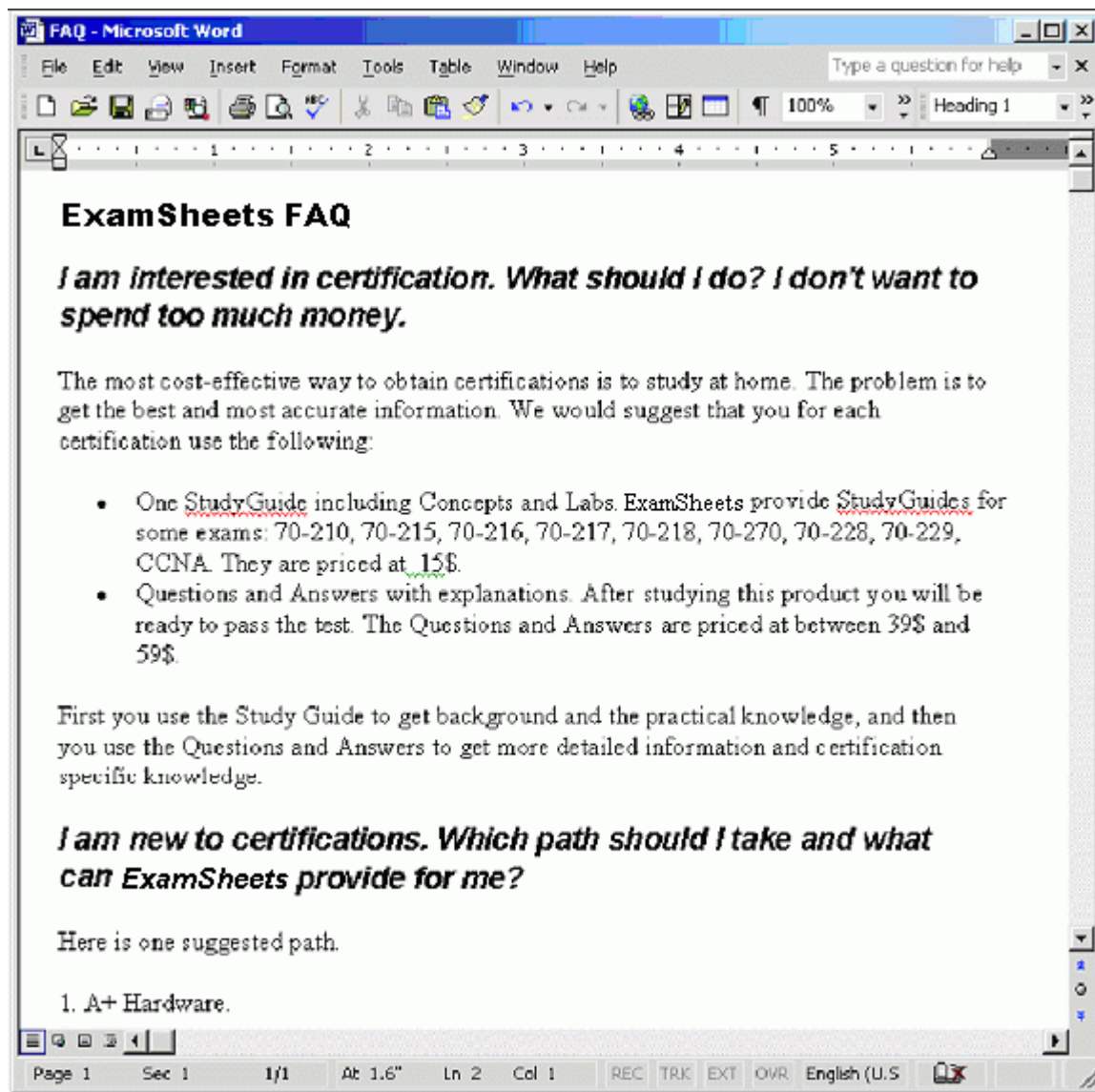
Step 6: Select Keep with next

Step 7: Click OK.

### Question: 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.



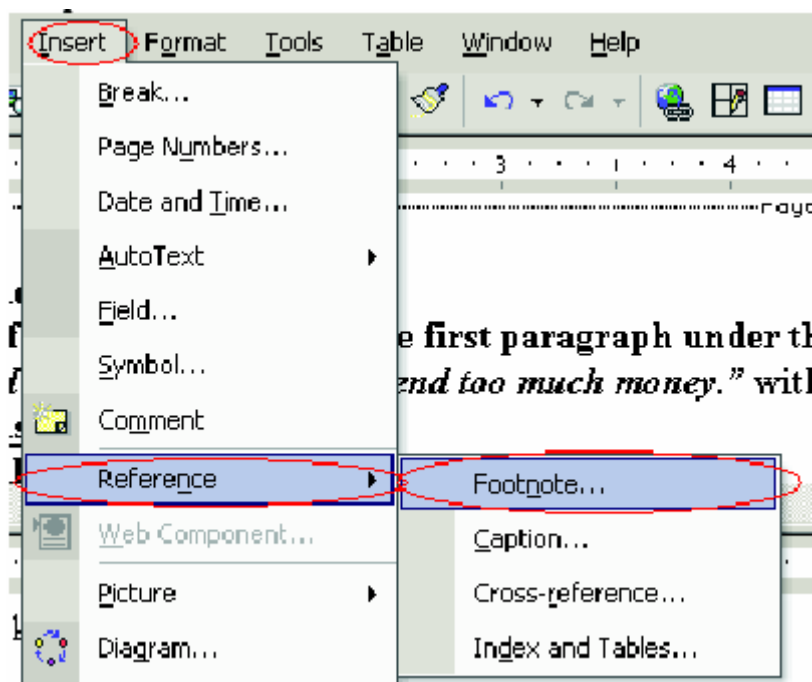
**Answer:**

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

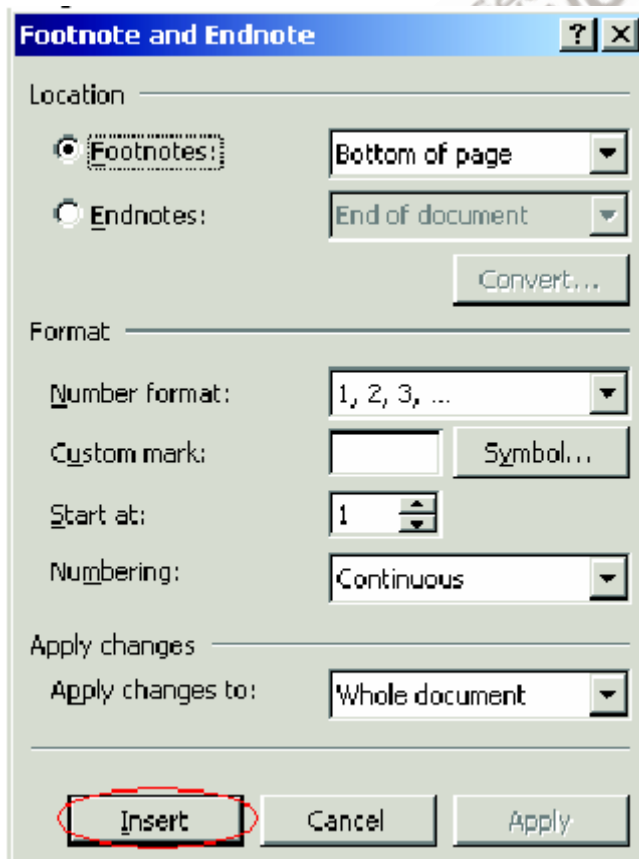
Step 2: Select the Insert menu.

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.



<sup>1</sup> Many consumers find these “cookies” distasteful.

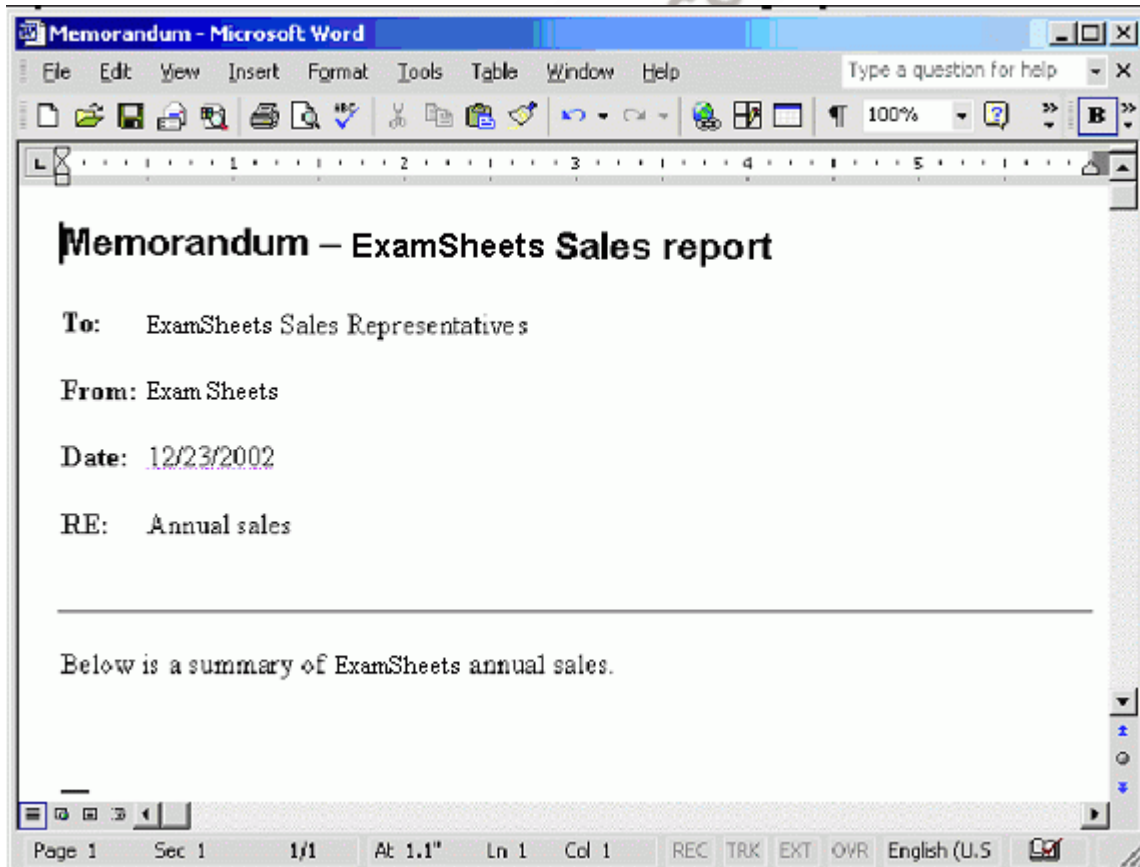
Step 7: Click in word cookies and click the Italic button.



Step 8: Click the Close button.

### Question: 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.

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