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Exam : MO-100

Title : Microsoft Word (Word and Word 2019)

Version : DEMO

1. Topic 1, WoodGrove Bank

U.S. BANK ACCOUNTS FOR NTERNATIONAL STUDENTS

CHECKING ACCOUNTS	nts come with easy ways to access your acc	ount
٥	Mobile App	
	Online Banking	
63	Direct Deposit	
	Paperless Statements	
	Debit Card	
m <	Thousands of ATMs	
	Account Alerts	
WOODGROVE HIGH SC	HOOL CHECKING	
1	For high school students age 13–18	MONTHLY SERVICE FEE
	When students turn 18, the account becomes a	\$0 if student's parent has a linked Woodgrove account
	Woodgrove Basic Checking account.	\$5 without a linked account
	MINIMUM DEPOSIT TO OPEN: \$25	Monthly fee waved with a average daily balance of \$500
WOODGROVE COLLEG	E CHECKING	
4	For college students age 18– 24 Proof of student status	MONTHLY SERVICE FEE \$0 for first four years
• • •	required	\$10 after four years
	MINIMUM DEPOSIT TO OPEN: \$50	Monthly fee waved with a average daily balance of \$1,000
CODGROVE BASIC CH	CXING	
	Simple and accessible checking for adults of all ages	MONTHLY SERVICE FEE
	MINIMUM DEPOSIT TO	\$15
• • •	SPER- SES	Monthly tee warved with an average daily balance of

Set up a recurring automatic transfe	er fram your Woodgrove Cherking a	eccount to your Woodannee
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 ar average daily balance of \$300
	A	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: \$200	MONTHLY SERVICE FEE \$20 Monthly fee waived with an average daily balance of \$3,000
BANKING FEES		
Fees apply to all checking and savin Card replacement (kest)	gs accounts. \$12	
Card replacement (rush request)	\$3	
ATM transaction	\$2.50 per transac	tion
Insufficient funds	\$37	
Stop payment	\$30	
Cashier's check	\$8 per check	
Wire transfer: domestic	\$15	

\$35

CORRECT TEXT

Wire transfer: international

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.

FILE Home	e Insert Design Pa	ge Layout Referen	ces Mailin	gs Review View
 Cover Page ▼ Blank Page Page Break Pages 	Table Pictures Online Sha Pictures Online Sha Pictures Online Sha	Pes SmartArt Chart Screenshot •	Apps for Or Office * Vi	Hyperlink Bookmark Cross-reference ledia
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		ith → Day iary → 31¶		
-		 uary → 28¶		
-		ch-31¶		
	Insert Table	l→ 30¶		
-	Draw Table	'→ 31¶		
2	🔒 Convert Text to Table	>>> 30¶		
-	Excel Spreadsheet Quick Tables	Convert Text to Tal		
		multiple columns.	I OI LEXT IIILO	
- m -		For example, you ca column of full name first and last name c	es into separate	
		You can choose how fixed width or split a period, or other char	t each comma,	
		7 Tell me more		
2				-

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.

Table size		
Number of <u>c</u> olumns:	2	÷
Number of rows:	7	-
AutoFit behavior		
O Fixed column width	: Auto	*
Auto <u>F</u> it to contents]	
O AutoFit to window		
Separate text at		
O Paragraphs O Co	mmas	
● Tabs ○ Ot	ther: &	

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.