



MICROSOFT MO-110

Microsoft Word (Microsoft 365 Apps) Certification Questions & Answers

Exam Summary – Syllabus – Questions

MO-110

**[Microsoft Office Specialist - Word Associate \(Microsoft 365 Apps\)](#)
40-60 Questions Exam – 700 / 1000% Cut Score – Duration of 60 minutes**

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Know Your MO-110 Certification Well:

The MO-110 is best suitable for candidates who want to gain knowledge in the Microsoft 365. Before you start your MO-110 preparation you may struggle to get all the crucial Word (Microsoft 365 Apps) materials like MO-110 syllabus, sample questions, study guide.

But don't worry the MO-110 PDF is here to help you prepare in a stress free manner.

The PDF is a combination of all your queries like-

- What is in the MO-110 syllabus?
- How many questions are there in the MO-110 exam?
- Which Practice test would help me to pass the MO-110 exam at the first attempt?

Passing the MO-110 exam makes you Microsoft Office Specialist - Word Associate (Microsoft 365 Apps). Having the Word (Microsoft 365 Apps) certification opens multiple opportunities for you. You can grab a new job, get a higher salary or simply get recognition within your current organization.

Microsoft MO-110 Word (Microsoft 365 Apps) Certification Details:

Exam Name	Microsoft Office Specialist - Word Associate (Microsoft 365 Apps)
Exam Code	MO-110
Exam Price	\$100 (USD)
Duration	60 mins
Number of Questions	40-60
Passing Score	700 / 1000
Schedule Exam	Pearson VUE
Sample Questions	Microsoft Word (Microsoft 365 Apps) Sample Questions
Practice Exam	Microsoft MO-110 Certification Practice Exam

MO-110 Syllabus:

Topic	Details
Manage documents (20–25%)	
Navigate within documents	<ul style="list-style-type: none"> - Search for text - Link to locations within documents - Move to specific locations and objects in documents - Show and hide formatting symbols and hidden text
Format documents	<ul style="list-style-type: none"> - Set up document pages - Apply style sets - Insert and modify headers and footers - Configure page background elements
Save and share documents	<ul style="list-style-type: none"> - Save and export documents in alternative file formats - Modify built-in document properties - Modify print settings - Share documents electronically
Inspect documents for issues	<ul style="list-style-type: none"> - Locate and remove hidden properties and personal information - Locate and correct accessibility issues - Locate and correct compatibility issues
Insert and format text, paragraphs, and sections (20–25%)	
Insert text	<ul style="list-style-type: none"> - Find and replace text - Insert symbols and special characters
Format text and paragraphs	<ul style="list-style-type: none"> - Apply text effects - Apply formatting by using Format Painter - Set line and paragraph spacing and indentation - Apply built-in character and paragraph styles - Clear formatting
Create and configure document sections	<ul style="list-style-type: none"> - Format text in multiple columns - Insert page, section, and column breaks - Change page setup options for a section
Manage tables and lists (20–25%)	
Create tables	<ul style="list-style-type: none"> - Convert text to tables - Convert tables to text - Create tables by specifying rows and columns
Modify tables	<ul style="list-style-type: none"> - Sort table data - Configure cell margins and spacing - Merge and split cells

Topic	Details
	<ul style="list-style-type: none"> - Resize tables, rows, and columns - Split tables - Configure a repeating row header
Create and modify lists	<ul style="list-style-type: none"> - Format paragraphs as numbered and bulleted lists - Change bullet characters and number formats - Define custom bullet characters and number formats - Increase and decrease list levels - Start, restart, and continue list numbering
Create and manage references (5–10%)	
Create and manage footnotes and endnotes	<ul style="list-style-type: none"> - Insert footnotes and endnotes - Modify footnote and endnote properties
Create and manage tables of contents	<ul style="list-style-type: none"> - Insert tables of contents - Customize tables of contents
Insert and format graphic elements (15–20%)	
Insert illustrations and text boxes	<ul style="list-style-type: none"> - Insert shapes - Insert pictures - Insert 3D models - Insert SmartArt graphics - Insert screenshots and screen clippings - Insert text boxes - Insert icons
Format illustrations and text boxes	<ul style="list-style-type: none"> - Apply artistic effects - Apply picture effects and picture styles - Remove picture backgrounds - Format graphic elements - Format SmartArt graphics - Format 3D models
Add text to graphic elements	<ul style="list-style-type: none"> - Add and modify text in text boxes - Add and modify text in shapes - Add and modify SmartArt graphic content
Modify graphic elements	<ul style="list-style-type: none"> - Position objects - Wrap text around objects - Add alternative text to objects
Manage document collaboration (5–10%)	
Add and manage comments	<ul style="list-style-type: none"> - Add comments - Review and reply to comments - Resolve comments

Topic	Details
	- Delete comments
Manage change tracking	- Track changes - Review tracked changes - Accept and reject tracked changes - Lock and unlock change tracking

Microsoft MO-110 Sample Questions:

Question: 1

How can you continue list numbering after a break (such as a table or text block)?

- a) Start a new list and manually input the starting number
- b) Use the 'Continue Numbering' feature from the context menu
- c) Copy the last item of the list before the break and paste it after
- d) It is not possible to continue numbering after an interruption

Answer: b

Question: 2

What can be achieved by adjusting page setup options for different sections in a document?
(Choose Three)

- a) Applying different headers and footers per section
- b) Using landscape orientation for selected sections only
- c) Inserting automatic table of contents at the beginning of each section
- d) Varying the top and bottom margins in different sections

Answer: a, b, d

Question: 3

How can you modify the numbering style of footnotes and endnotes?

(Choose Two)

- a) From the Page Layout menu, select 'Numbers'
- b) Right-click on a footnote, select 'Note Options', then 'Numbering'
- c) In the References tab, select 'Footnote and Endnote Dialog Box', then 'Number Format'
- d) Change them manually for each entry

Answer: b, c

Question: 4

To move quickly to the bottom of a document, which shortcut is most effective?

- a) Ctrl + Home
- b) Ctrl + End
- c) Alt + Right Arrow
- d) Shift + End

Answer: b

Question: 5

Why might you delete a comment in a document?

- a) The comment is no longer relevant
- b) To make the document longer
- c) To change the comment's author
- d) To alter the document's formatting

Answer: a

Question: 6

When saving a document, which formats are typically available besides the standard DOCX?
(Choose Two)

- a) TXT
- b) PDF
- c) EXE
- d) HTML

Answer: b, d

Question: 7

Which of the following options allows you to insert a screenshot of an open window into your document?

- a) Insert > Screenshot > Available Windows
- b) Insert > Picture > From File
- c) Insert > Clip Art
- d) Insert > Shapes > Screenshots

Answer: a

Question: 8

In assessing a document for accessibility issues, which elements are crucial to check?

(Choose Two)

- a) Use of color only for emphasis
- b) Presence of alternative text for images
- c) Font size and type
- d) Document file size

Answer: a, b

Question: 9

What function allows the background color of a page in a document to be changed?

- a) Page Layout > Themes
- b) Page Layout > Page Color
- c) Design > Page Borders
- d) Insert > Shapes

Answer: b

Question: 10

How can you format a 3D model in a document?

(Choose Three)

- a) Rotate the model to view it from different angles
- b) Apply color changes to the model
- c) Insert captions directly into the 3D model
- d) Resize the model to fit the page layout

Answer: a, b, d

Study Guide to Crack Microsoft Word (Microsoft 365 Apps) MO-110 Exam:

- Getting details of the MO-110 syllabus, is the first step of a study plan. This pdf is going to be of ultimate help. Completion of the syllabus is must to pass the MO-110 exam.
- Making a schedule is vital. A structured method of preparation leads to success. A candidate must plan his schedule and follow it rigorously to attain success.
- Joining the Microsoft provided training for MO-110 exam could be of much help. If there is specific training for the exam, you can discover it from the link above.
- Read from the MO-110 sample questions to gain your idea about the actual exam questions. In this PDF useful sample questions are provided to make your exam preparation easy.
- Practicing on MO-110 practice tests is must. Continuous practice will make you an expert in all syllabus areas.

Reliable Online Practice Test for MO-110 Certification

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