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## Microsoft Word (Word and Word 2019)

Microsoft MO-100

Version Demo

Total Demo Questions: 5

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## Topic Break Down

Topic	No. of Questions
Topic 1, WoodGrove Bank	5
Topic 2, Contoso Pharmaceuticals	6
Topic 3, River Cruises	5
Topic 4, Tailspin ToysDinosaurs	6
Topic 5, Perfect MuffinsFourth Coffee uses muffin recipes that were created for our exclusive use by the Culinary School at Bellows College. The recipe ingredients differ, but all the muffins are produced by using the same method.	6
Topic 6, Southridge Video	5
Topic 7, City Power & Light	2
Total	35

**QUESTION NO: 1 - (SIMULATION)**

In the “Basic dinosaur facts” section, apply the Pencil Sketch artistic effect to the fossil picture.

**ANSWER: See Explanation Below For Answer**

**Explanation:**

- :
1. Select the picture.
  2. Select Picture Tools > Format and select Artistic Effects.
  3. Hover over the options to preview them and select the one you want.

**QUESTION NO: 2 - (SIMULATION)**

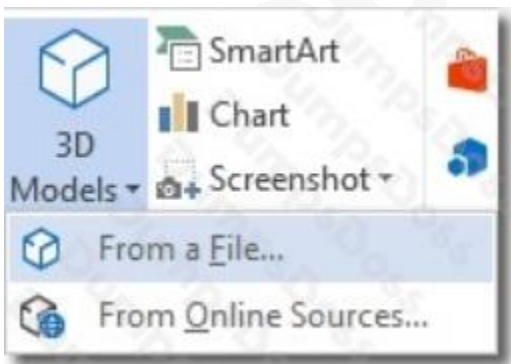
In the “Favorite dinosaurs” section, in the blank paragraph at the end of the page, use the 3D Model feature to insert the Triceratops from the 3D objects folder.

Position the model in Line with Text.

**ANSWER: See Explanation Below For Answer**

**Explanation:**

- :
- On the Insert tab, in the Illustrations group, click 3D Models > From a File.



Insert A 3D Model

Navigate to where your 3D object is, select it and click Insert. Once inserted and still selected, you will see some handles with which to manipulate the object.



### 3D Handles

These handles look like the usual ones that allow you to resize and rotate an object. However, if you hover your mouse roughly over the centre of the object, you should see the cursor change shape to indicate that you can rotate the model in 3D space. Like this:



### Rotate 3D Model

Once you have rotated the model, the 3D rotate handle will appear in the centre of the object and using this will make it easier to rotate the object.

While the object is selected, you will see the 3D Model Tools contextual tab displayed in the ribbon.

## QUESTION NO: 3 - (SIMULATION)

You work for Tailspin Toys. You are creating an internal product announcement and training document.

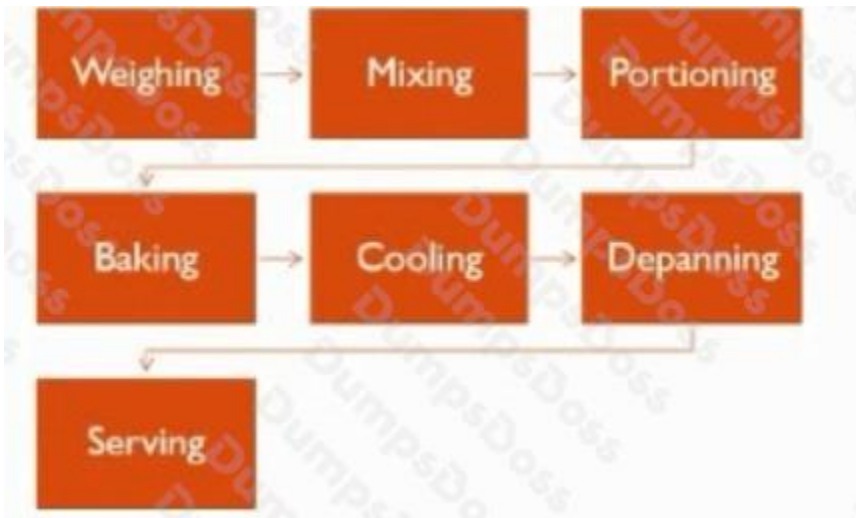
In the file properties , add "animals" as a category.

**ANSWER: See Explanation Below For Answer**

**Explanation:**

:

- ⇒ Click the File tab.
- ⇒ Click Info.
- ⇒ Click Properties at the top of the page, and then select Advanced Properties.
- ⇒ Click the Custom tab.
- ⇒ Click OK.



### Top Sellers

Each day we bake the six most popular muffin varieties based on the past quarter's sales) and one specialty muffin, the "muffin of the week." The current best sellers are:

- |                                      |                                    |
|--------------------------------------|------------------------------------|
| 1. Blueberry streusel muffins        | 1. Apple bran muffins              |
| 2. Apple muffins                     | 2. Zucchini chocolate chip muffins |
| 3. Savory bacon cheddar corn muffins | 3. Whole grain banana muffins      |

## Processes

### Weighing



Fourth Coffee sells over 100 muffins per day to students and faculty at Bellows College. Many of our customers buy a muffin and a cup of coffee each day before attending class. Our customers expect our products to be delicious and consistent every day.

To ensure consistency, always use the scale to weigh the ingredients for our muffin recipes.

### Mixing



Pour the wet ingredients into the dry ingredients. Mix gently with a large spoon until the dry ingredients are mostly moistened. The mixture will be lumpy, and you will see streaks of dry flour in the mixture. This is OK. The lumps will smooth out during baking.

If you overmix the batter, the baked muffins will be dense and tough.

### Portioning



Insert paper liners into each muffin cup in the muffin trays. If you forget to do this, the muffins will stick to the sides of the muffin cups and will break when you try to remove them after baking.

Use the #16 ladle to portion the muffin mixture into the muffin trays. The #16 ladle contains 2.5 ounces (75 mL) of muffin mixture.

### Baking



Preheat the oven to 350 °F (175 °C).

Bake the muffins for 30–35 minutes. When the muffins are done baking, the tops should be golden brown. To confirm that the muffins are baked through, insert a toothpick into the center of a muffin. If the toothpick is clean when you remove it, the muffins are done.

**Cooling**

Cool the muffins in the muffin tray for 15-20 minutes.

If you remove the muffins from the tray too early, the muffins will fall apart.

If you cool the muffins in the tray for too long, the bottoms of the muffins will become soggy.

**Depanning**

The muffin tray will still be hot! Protect your hands with hot pads or a dry towel when you remove the muffins from the muffin tray.

Run a small knife or spatula around the sides of the muffin cups to loosen them from the muffin tray. Invert the muffin tray and pop the muffins out. Tap gently on the bottom of each muffin cup if necessary.

**Serving**

Offer to reheat muffins for customers. Heat for 7 seconds in the microwave and serve on a plate.

**QUESTION NO: 4 - (SIMULATION)**

In the "Top Sellers" section, continue the numbering of the list at the top of the second column, so the list items are numbered from 1 through 6.

**ANSWER: See Explanation Below For Answer**

**Explanation:**

:

Select the second column and insert number

**QUESTION NO: 5 - (SIMULATION)**

In the "Event Package" section, insert a footnote to the right of the heading. Enter the footnote text "Includes digital files."

**ANSWER: See Explanation Below For Answer**



**Explanation:**

:

- ⇒ Click where you want to reference to the footnote or endnote.
- ⇒ On the References tab, select Insert Footnote or Insert Endnote.
- ⇒ Enter what you want in the footnote or endnote.
- ⇒ Return to your place in the document by double-clicking the number or symbol at the beginning of the note.



 **City Power & Light**

**Author**

Meeting Notes

Date

**Opening**  
The regular meeting of the Author was called to order at time on date in location by Facilitator Name.

**Present**  
Attendee names

**Approval of Agenda**  
The agenda was unanimously approved as distributed.

**Approval of Notes**  
The notes of the previous meeting were unanimously approved as distributed.

**Open Issues**  
Summarize the discussion for each existing issue, state the outcome, and assign any action item.

**New Business**  
Summarize the discussion for new issues, state the next steps, and assign any action item.

**Agenda for Next Meeting**  
List the items to be discussed at the next meeting.

**Adjournment**  
Meeting was adjourned at time by Facilitator Name. The next general meeting will be at time on date, in location.



Notes submitted by:

Name

Approved by:

Name