



# QUESTION & ANSWER

HIGHER QUALITY, BETTER SERVICE

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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 INTERNATIONAL STUDENTS

CHECKING ACCOUNTS


All Woodgrove Bank accounts come with easy ways to access your account:

-  **Mobile App**
-  **Online Banking**
-  **Direct Deposit**
-  **Paperless Statements**
-  **Debit Card**
-  **Thousands of ATMs**
-  **Account Alerts**


#### WOODGROVE HIGH SCHOOL CHECKING

	<p>For high school students age 13–18</p> <p>When students turn 18, the account becomes a Woodgrove Basic Checking account.</p> <p>MINIMUM DEPOSIT TO OPEN: \$25</p>	<p><b>MONTHLY SERVICE FEE</b></p> <p>\$0 if student's parent has a linked Woodgrove account.</p> <p>\$5 without a linked account</p> <p>Monthly fee waived with an average daily balance of \$500</p>
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#### WOODGROVE COLLEGE CHECKING

	<p>For college students age 18–24</p> <p>Proof of student status required</p> <p>MINIMUM DEPOSIT TO OPEN: \$50</p>	<p><b>MONTHLY SERVICE FEE</b></p> <p>\$0 for first four years</p> <p>\$10 after four years</p> <p>Monthly fee waived with an average daily balance of \$1,000</p>
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#### WOODGROVE BASIC CHECKING

	<p>Simple and accessible checking for adults of all ages</p> <p>MINIMUM DEPOSIT TO OPEN: \$25</p>	<p><b>MONTHLY SERVICE FEE</b></p> <p>\$15</p> <p>Monthly fee waived with an average daily balance of \$1,500</p>
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**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	<b>MONTHLY SERVICE FEE</b> \$5
	Minimum deposit to open: \$25	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	<b>MONTHLY SERVICE FEE</b> \$20
	Minimum deposit to open: \$100	Monthly fee waived with an average daily balance of \$3,000

**BANKING FEES**

Fees apply to all checking and savings accounts.

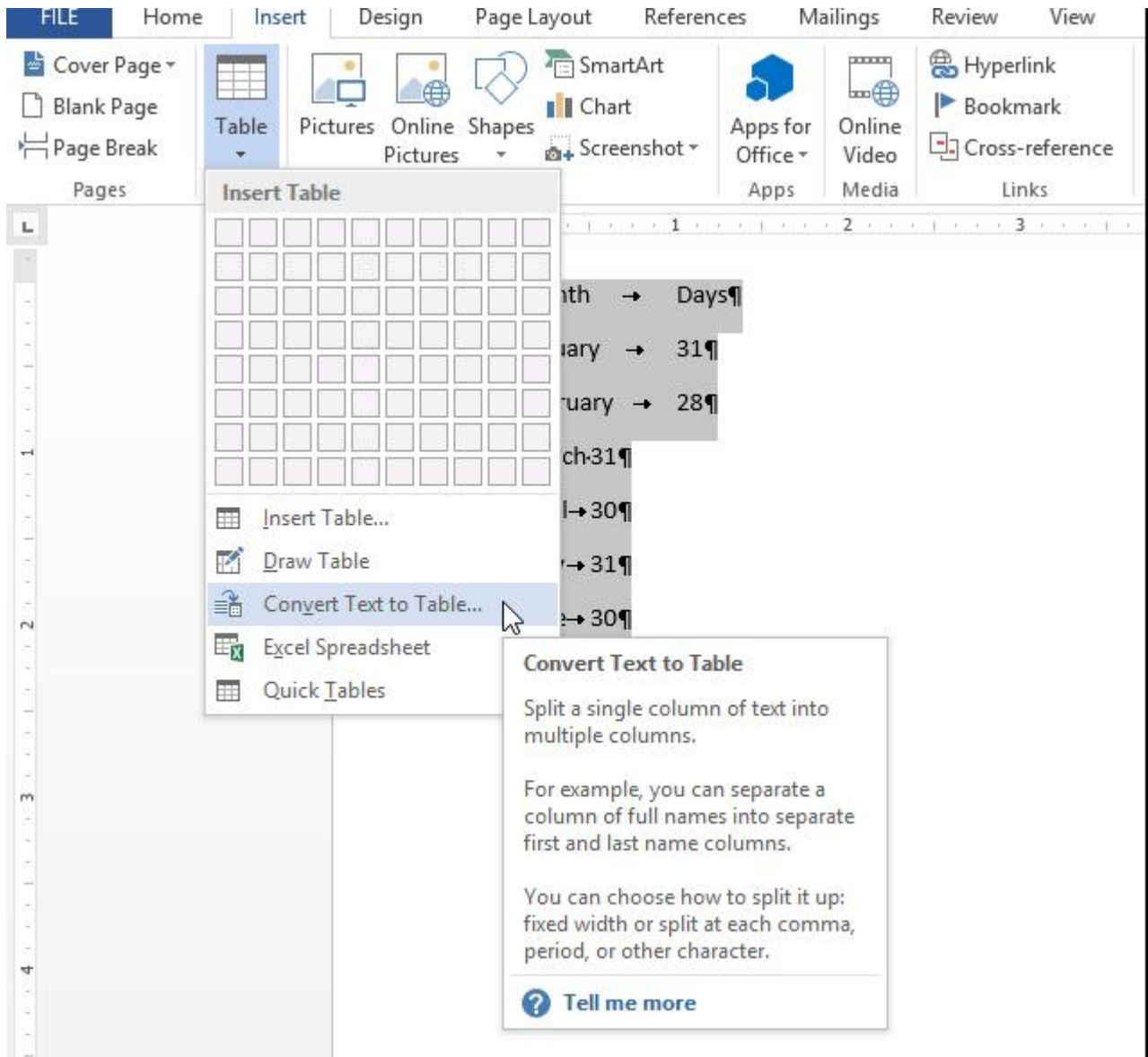
Card replacement (lost)	\$12
Card replacement (rush request)	\$5
ATM transaction	\$2.50 per transaction
Insufficient funds	\$37
Stop payment	\$30
Cashier's check	\$8 per check
Wire transfer: domestic	\$15
Wire transfer: international	\$35

**CORRECT TEXT**

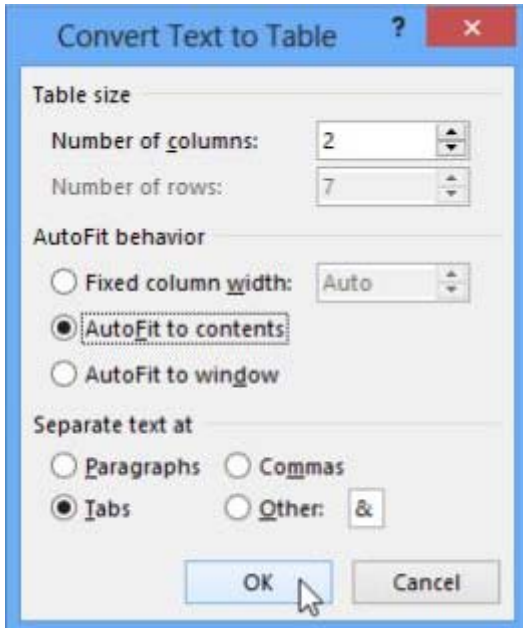
In the "Banking Fees" section, convert the tab-delimited text to a two-column table. Accept the default AutoFit behavior.

**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.