



**PASS-GUARANTEED.COM**  
100% Money Back Guarantee!!!  
Your #1 Certification Training Resource

Product Details from Pass-Guaranteed.com:

**Word 2002 Core**  
**MOS-WXP**  
*Demo Version*  
*Download Full Version*  
*Visit*  
**<http://www.Pass-Guaranteed.com>**

**Complete Certification Training Solutions**

- Practice Exam Test Questions**  
Click Here To Learn More  
Go ->
- Online Course Tutorials**  
with TESTING ENGINE  
Go ->
- Study Guides**  
Click Here to Learn More About Our Prep Labs  
Go ->
- Lab Scenarios**  
Click Here to Learn More About Our Prep Labs  
Go ->
- Preparation Labs**  
Click Here to Learn More About Our Prep Labs  
Go ->
- Online Testing Engine**  
Click Here To Learn More  
Go ->



***MOS-WXP Demo – 100% Money Back Guarantee!!!***

## Study Tips

*This product will provide you with questions and answers carefully compiled and written by our Expert Senior Certified Staff. Our practice questions are designed to help you learn the concepts behind the questions rather than be a strict memorization tool.*

### Important Note:

### **Please Read Carefully**

*Repeated readings of our Pass-Guaranteed.com Practice Exam will increase your comprehension. We constantly add to and update our Practice Exams with new questions, answers and explanations, so check that you have the latest version of this Practice Exam before you take your exam.*

*For security purposes, each PDF file is encrypted with a unique serial number associated with your Pass-Guaranteed.com account information. In accordance with International Copyright Law, Pass-Guaranteed.com reserves the right to take legal action against you should we find copies of this PDF file distributed to other parties.*

### **Update Notifications (Latest Version)**

*We are constantly reviewing our products. New material is added and old material is revised. Free Updates are available for 180 days after purchase. If you purchased a bundle, you will have Free Updates for 1 YEAR!*

*You can sign up to our newsletter for instant notification whenever an update is released by becoming a Pass-Guaranteed.com member at: <http://www.pass-guaranteed.com/log.htm>*

*By becoming a Pass-Guaranteed.com member, you also get a chance to win a FREE Practice Exam of your choosing. We give away 3 Pass-Guaranteed.com Practice Exams every week to 3 lucky winners.*

### **Pass-Guaranteed.com Product Specials**

*Pass-Guaranteed.com Custom Bundle Requests, cover all Pass-Guaranteed.com Products!!! You can visit our Special Bundle Discounts from Pass-Guaranteed.com or make your own Custom Bundle Request with Pass-Guaranteed.com here: <http://www.pass-guaranteed.com/bundles.htm>*

*Pass-Guaranteed.com Custom Bundle Request Form let's you create your own Bundle Of Products!!!. You can select and group any of our products for your Custom Bundle and we will give you up to a **50% Discount** on your Custom Bundle Package. This includes our [Practice Test Questions](#), [Online Course Tutorials](#), [Study Guides](#), [Lab Scenarios](#) and our [Certified Online Instructor](#) service.*

*Please visit: <http://www.pass-guaranteed.com/custom-request.htm> If you would like to purchase a Custom Bundle from Pass-Guaranteed.com.*

**MOS-WXP Demo – 100% Money Back Guarantee!!!**

**QUESTION: 1**

You are spell checking a document and the spell checker stops at a correctly spelled word. What option can you select in the Spelling and Grammar dialog box so the spell checker places the word in the dictionary?

- A. Place in dictionary
- B. Add to dictionary
- C. Place
- D. Add

**Answer: B**

**Explanation:** Selecting the Add to Dictionary button adds the word to the dictionary so future occurrences of the word will not be picked up unless it is misspelled. Add is a good guess but this was used in previous versions of Word.

**QUESTION: 2**

Tia creates an Organizational Chart diagram on her document. The chart will consist of managers and assistant managers. What shape will she use to represent the assistant managers in relation to the managers?

- A. Co-Worker
- B. Assistant
- C. Subordinate
- D. Co-Assistant

**Answer: C**

**Explanation:** An organizational chart is a hierarchical structure which represents relationships between objects in an organization. Shapes (boxes) directly below other shapes are subordinate shapes. Assistant managers are subordinate to managers. Charts and diagrams are created by selecting Insert, Diagram on the menu bar.

**QUESTION: 3**

When inserting a date field into a Word document, what check box must be checked in the Date and Time dialog box so the date and time changes automatically?

- A. Update Automatically
- B. Update
- C. Change
- D. Change Automatically

**Answer: A**

**Explanation:** Placing a check mark in the Update Automatically check box when in the Date and Time dialog box will cause the date and time to update automatically. Select

Insert, Date and Time on the menu bar to insert a date and time field.

**QUESTION: 4**

Samantha has replaced the word Manager with the word Leader throughout her document using the Find and Replace feature. Upon inspection, she realizes that totally unrelated words like leadership have also been updated when they shouldn't have been. What option should Samantha have used when in the Find and Replace dialog box that would have avoided this situation?

- A. Use Wildcards
- B. Find All Word Forms
- C. Find Whole Words Only
- D. Match Case

**Answer: C**

**Explanation:** Although all answers are options in the dialog box, Find Whole Words Only is the correct answer. Selecting this option ensures that only the whole word is searched for and not parts of larger words like leadership. Select Edit, Replace on the menu bar to call up the Find and Replace dialog box.

**QUESTION: 5**

Gayle has copied data from an Excel spreadsheet. The data will be inserted into a Word document. She wants the numbers to update in her document if the spreadsheet numbers change. What menu bar paste method will she use to successfully accomplish this task?

- A. Edit, Paste
- B. Edit, Paste Special
- C. Edit, Paste Spreadsheet
- D. Edit, Paste Link

**Answer: A**

**Explanation:** She will select Edit, Paste Special on the menu bar. When the Paste Special dialog box opens, she will select the Microsoft Excel Worksheet Object from the As list window and she will select the Paste Link option button. Selecting the Paste Link button will link her spreadsheet data to the document and any updates made in Excel will reflect in the document.

**QUESTION: 6**

John has a ten-page document that contains two sections with different headers. He decides to remove the header from the second section and connect to the header in the first section. After he deletes the header in section 2, what button can he click on the Header and Footer toolbar to connect to the header in section 1?

- A. Same as Previous

- B. Same as Next
- C. Previous Section
- D. Same as Prior

**Answer: A**

**Explanation:** Clicking the Same as Previous button on the Header and Footer toolbar will link the section 1 header to section 2.

**QUESTION: 7**

Kyle is working on a ten-page document that is part of a larger document. His ten pages will be pages 21 through 30 in the larger document. What can he do to make sure the page numbers are proper when he is in the Page Number Format dialog box?

- A. Key 21 into the Start at field
- B. Key 30 into the Start at field
- C. Key 21 into the Begin page field
- D. Key 21 into the Number field

**Answer: A**

**Explanation:** To insert page numbers starting on a page other than 1, click Insert, Page Numbers on the menu bar. Select the Format button. Key the starting page number into the Start at field of the Page Number Format dialog box.