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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



For high school students age 13–18

When students turn 18, the account becomes a Woodgrove Basic Checking account.

MINIMUM DEPOSIT TO OPEN: \$25


MONTHLY SERVICE FEE

\$0 if student's parent has a linked Woodgrove account.

\$5 without a linked account

Monthly fee waived with an average daily balance of \$500

WOODGROVE COLLEGE CHECKING



For college students age 18–24

Proof of student status required

MINIMUM DEPOSIT TO OPEN: \$50


MONTHLY SERVICE FEE

\$0 for first four years

\$10 after four years

Monthly fee waived with an average daily balance of \$1,000

WOODGROVE BASIC CHECKING



Simple and accessible checking for adults of all ages

MINIMUM DEPOSIT TO OPEN: \$25

MONTHLY SERVICE FEE

\$15

Monthly fee waived with an average daily balance of \$1,500


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	MONTHLY SERVICE FEE \$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	MONTHLY SERVICE FEE \$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.

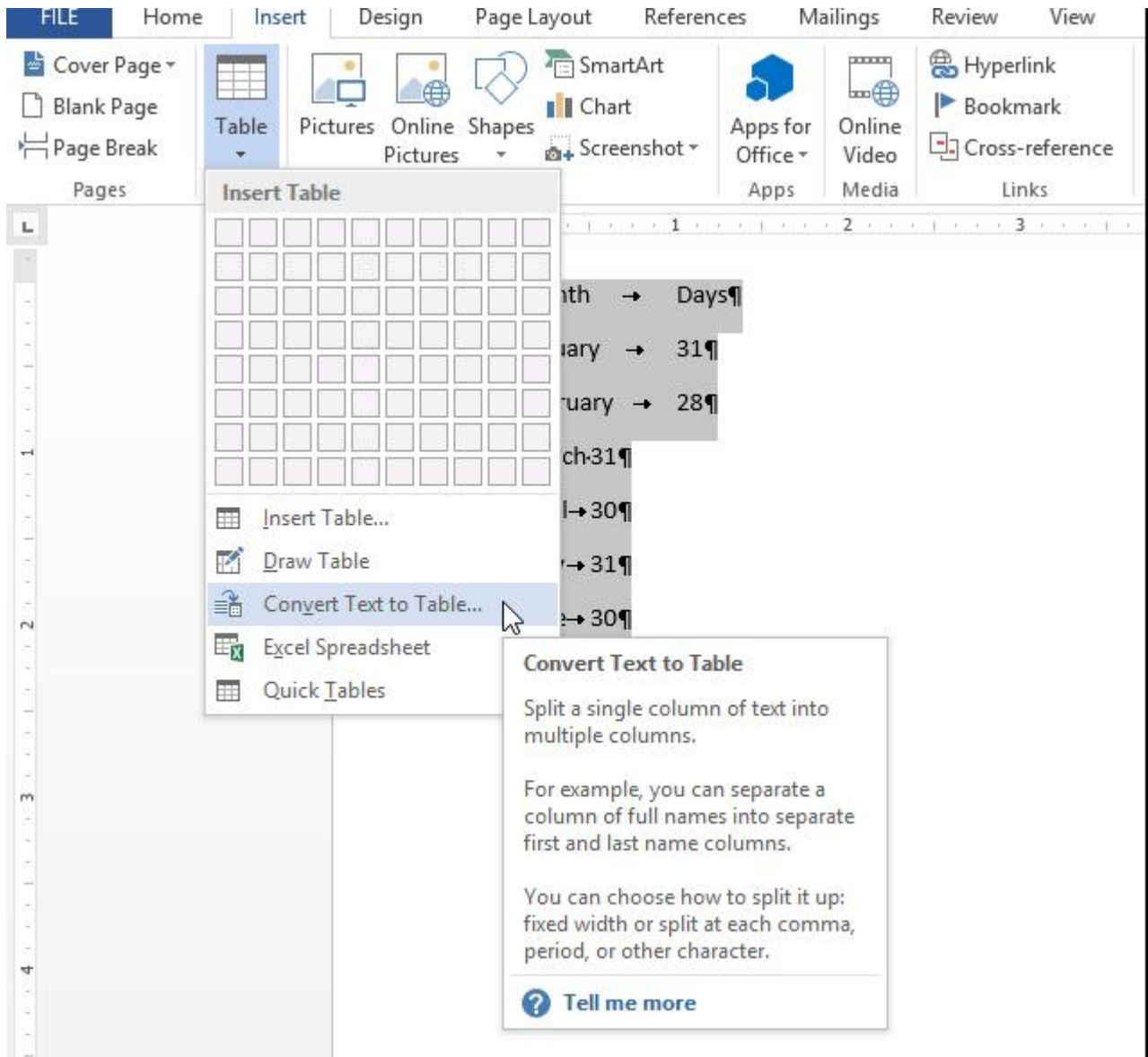
Card replacement (lost)	\$12
Card replacement (rush request)	\$5
ATM transaction	\$2.50 per transaction
Insufficient funds	\$37
Stop payment	\$30
Cashier's check	\$8 per check
Wire transfer: domestic	\$15
Wire transfer: international	\$35

CORRECT TEXT

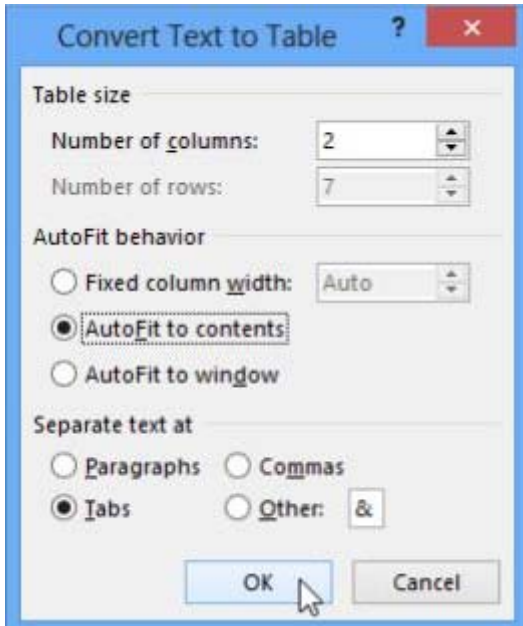
In the "Banking Fees" section, convert the tab-delimited text to a two-column table. Accept the default AutoFit behavior.

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.