

**HIGHER QUALITY
BETTER SERVICE**

CERTTREE

QUESTION & ANSWER



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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	MONTHLY SERVICE FEE
	When students turn 18, the account becomes a Woodgrove Basic Checking account.	\$0 if student's parent has a linked Woodgrove account. \$5 without a linked account
	MINIMUM DEPOSIT TO OPEN: \$25	Monthly fee waived with an average daily balance of \$500

WOODGROVE COLLEGE CHECKING

	For college students age 18-24	MONTHLY SERVICE FEE
	Proof of student status required	\$0 for first four years \$10 after four years
	MINIMUM DEPOSIT TO OPEN: \$50	Monthly fee waived with an average daily balance of \$1,000

WOODGROVE BASIC CHECKING

	Simple and accessible checking for adults of all ages	MONTHLY SERVICE FEE
		\$15
	MINIMUM DEPOSIT TO OPEN: \$25	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

Minimum deposit to open: \$25

MONTHLY SERVICE FEE

\$5

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

Minimum deposit to open: \$100

MONTHLY SERVICE FEE

\$20

Monthly fee waived with an average daily balance of \$3,000

BANKING FEES

Fees apply to all checking and savings accounts.

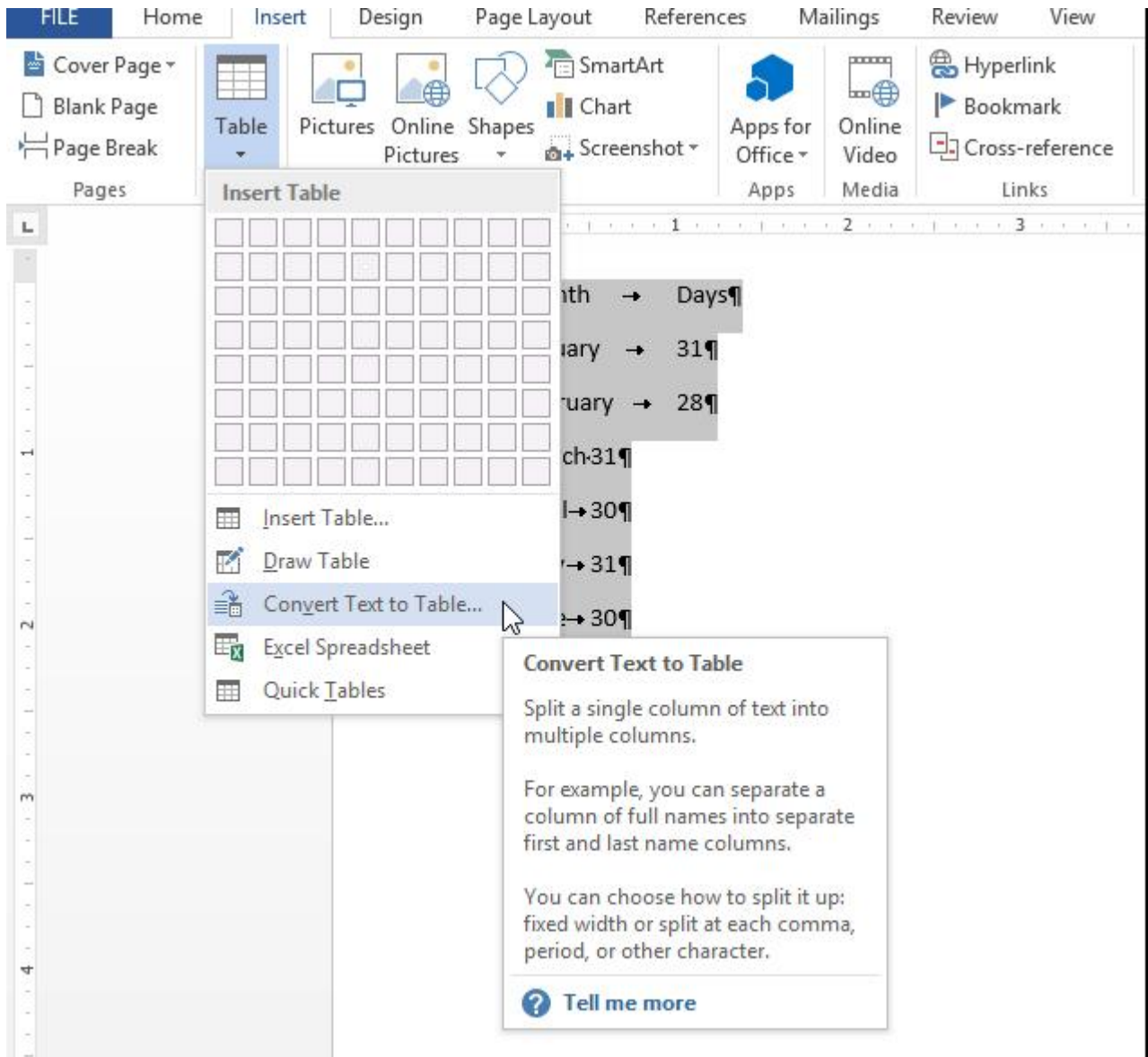
Card replacement (lost)	\$12
Card replacement (rush request)	\$5
ATM transaction	\$2.50 per transaction
Insufficient funds	\$37
Stop payment	\$30
Cashier's check	\$8 per check
Wire transfer: domestic	\$15
Wire transfer: international	\$35

CORRECT TEXT

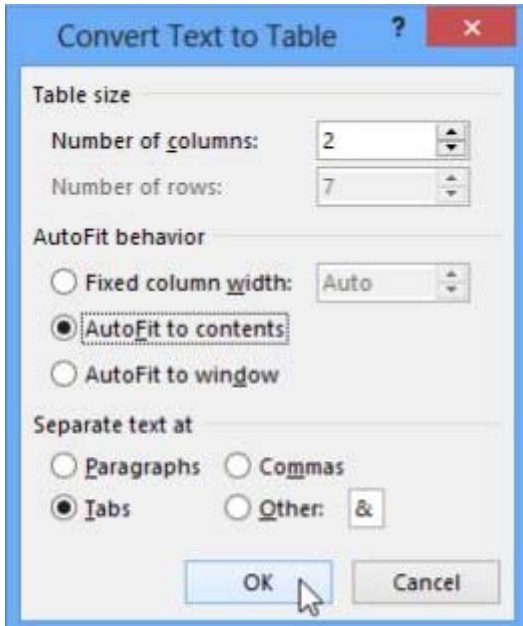
In the "Banking Fees" section, convert the tab-delimited text to a two-column table. Accept the default AutoFit behavior.

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.