

**HIGHER QUALITY  
BETTER SERVICE**

# CERTTREE

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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

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

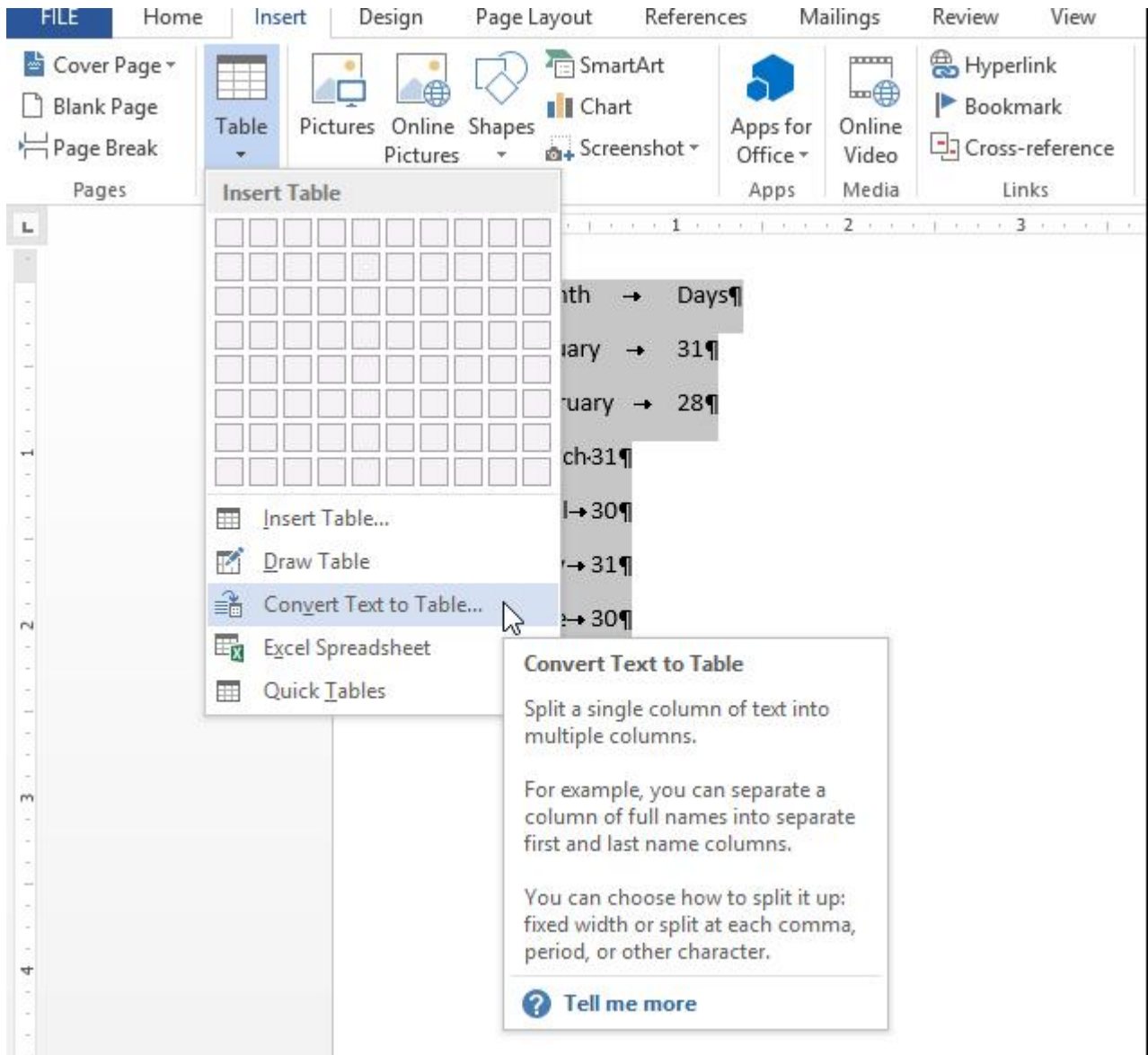
SAVINGS ACCOUNTS		
Set up a recurring automatic transfer from your Woodgrove Checking account to your Woodgrove Savings account.		
WOODGROVE SAVINGS		
	Earn interest while maintaining access to your money	MONTHLY SERVICE FEE \$5
	Minimum deposit to open: \$25	Monthly fee waived with an average daily 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**

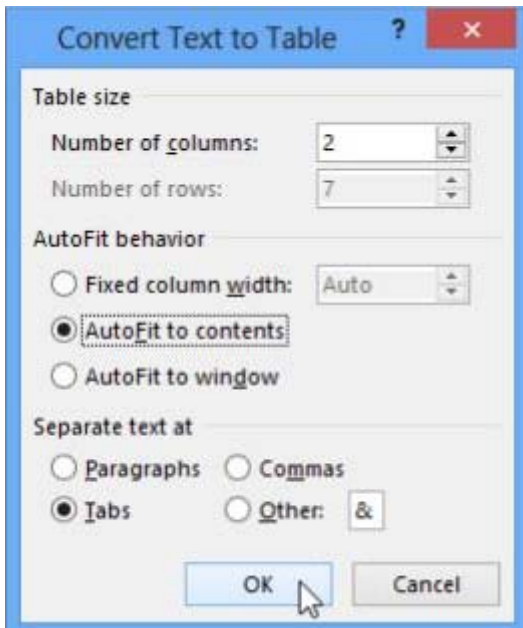
In the "Banking Fees" section, convert the tab-delimited text to a two-column table. Accept the default AutoFit behavior.

**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.