



77-725^{Q&As}

Word 2016 Core Document Creation, Collaboration and Communication

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QUESTION 1

SIMULATION

Project 6 of 7: Recall

Overview

You work in Customer Communications at Northwind Traders. You are preparing a product recall announcement.

The screenshot shows a Microsoft Word document titled "Recall.docx". The ribbon includes File, Home, Insert, Design, Page Layout, References, Mailings, Review, View, and Easy Document Creator. The Home tab is active, showing font settings (Century Schoc, 28), paragraph alignment, and styles (Normal, No Spac..., Heading 1). The document content is centered and reads:

Product Recall Announcement

Magic Dehydrator

Our manufacturer has informed us that a small number of our Magic Dehydrators, product number TB01233-34, shipped with a potentially faulty heat regulator. Products impacted by this recall include serial numbers LS14399 through LS16358.

UNPLUG AND DO NOT USE THIS DEHYDRATOR



We regret any inconvenience that this might cause you. Northwind Traders is dedicated to providing you with reliable, high-quality, and safe products. The product sticker on the bottom of the dehydrator can determine whether or not your dehydrator is included in the recall. For affected models, there is a slight risk that the product might overheat when used, resulting in a potential burn hazard.

DO NOT RETURN TO YOUR RETAILER. Go to the Northwind traders web site at [http:// www.northwindtraders.com/](http://www.northwindtraders.com/) and click on the "Product Recall" banner at the top of the page for return instructions. You will receive a full refund for the dehydrator and we will also ship you a replacement dehydrator.



REMINDER:

Change the line spacing to 1.15 lines for the entire document.

A.

Correct Answer: See the explanation below.

QUESTION 2

SIMULATION

Project 3 of 7: Service

Overview

You are an administrative assistant for Fabrikam, Inc.'s Field Service division. You are preparing the monthly newsletter to be sent out to field service engineers.

The screenshot shows a Microsoft Word window with the title bar 'Service.docx - Word'. The ribbon is set to 'Home' with the 'Easy Document Creator' tab active. The document content is as follows:

Fabrikam, Inc.

Field Service Notes

This is the last month that we'll be mailing the field service update notes to your office. Starting next month, updates will be available at <http://www.fabrikam.com/>. You will still be responsible for information published in the update!

An image of a hand holding a tool is positioned to the right of the text.

Remember that mileage reimbursement claims must be submitted by the 15th of each month. Save the mileage form as a PDF file and email it to your regional supervisor.

Bonuses are Changing

New Depot Return Process

All offices have received the new tracking form for repair depot returns. Complete the following tasks when returning parts for repair:

Complete all fields in the Field Service section of the form.

Remove the top copy and file it in your office.



Securely attach the form to the part.

Package the part for shipment.

Ship to the home office and clearly label the box "For depot return".

All returns must be shipped to the home office to receive credit. The regional depots will close in two months and will not be accepting return shipments.

Vice President's Corner

NOTE TO SELF: If the VP doesn't provide content by Wednesday, delete this section and put in something generic about customer satisfaction.

Quarterly Results

NOTE TO SELF: This is a placeholder charter. Update the chart after the actual results are available on Monday.



Use the Go To feature to navigate to the Bookmark "OldNews" and delete the paragraph at that location.

A.

Correct Answer: See the explanation below.

QUESTION 3

SIMULATION

Project 4 of 7: Member



Overview

You are preparing a letter to museum members announcing a new exhibit and urging them to renew their membership.

Dinosaurs, Dinosaurs

Baldwin Museum of Science

Dear Museum Member:

As you know, we occasionally have special offers that are limited to our members only. This is one of those times. Be among the first to see our new display, "Dinosaurs, Dinosaurs."

For the next six months our Presentation Dome is going to be home to a collection of life-sized, interactive dinosaurs. This display has travelled the world to the delight of adults and children.

And you get to see it first!

Current museum patrons can register at our web site (<http://baldwinmuseumofscience.com/>) to see the display before it is opened to the public. Be one of the first 200 patrons to register and you get to see it absolutely free! This offer is available to individual and family memberships only.

As long as you're going to the web site, now is a great time for you to renew your membership for the coming year. Remember that we offer individual, family, and group memberships with special discounts for school groups. Renew now and get a special gift you're sure to love.

Free passes are going to go quick, so be sure and register today.

Looking forward to seeing you,

Membership chairman

Apply a Bright Green text highlight to the text string "And you get to see it first!".

A.

Correct Answer: See the explanation below.

QUESTION 4

SIMULATION

Project 7 of 7: Coffee



Overview

You are preparing a flyer for use at a commercial foods trade show. You are editing the document in response to client requests.



Coffee.docx - Word

File Home Insert Design Page Layout References Mailings Review View Easy Document Creator

Clipboard Font Paragraph Styles Editing

Fourth Coffee

Fourth Coffee wants to be your coffee company. We can provide the quality you want, and your customers demand at competitive prices. With over 50 years of experience, we know coffee.

The best beans Choose from our wide selection of coffees, or let us custom roast to your exact specifications.

carefully roasted

organically grown

We know we're small, but that means we can give you the kind of personal attention you want and deserve. Each batch is hand-roasted under constant supervision.

Whether it is whole bean or pre-ground, we can provide exactly what you're looking for.


ABOUT OUR COFFEE

All of our coffee is shade grown, organic, and fair trade certified.

Shade grown coffee helps to enhance flavor while reducing the clear-cutting of tropical rain forests.

Organic means that the coffee is grown without the use of chemical pesticides and fertilizers. This helps to preserve the health of the growers and the soil.

Fair trade certified coffee helps to guarantee that growers are given a fair price for their crop. Growers, in turn, have a chance for a better standard of living.





Apply the Soft Round Bevel picture effect to the image of a coffee cup on a saucer.

A.

Correct Answer: See the explanation below.

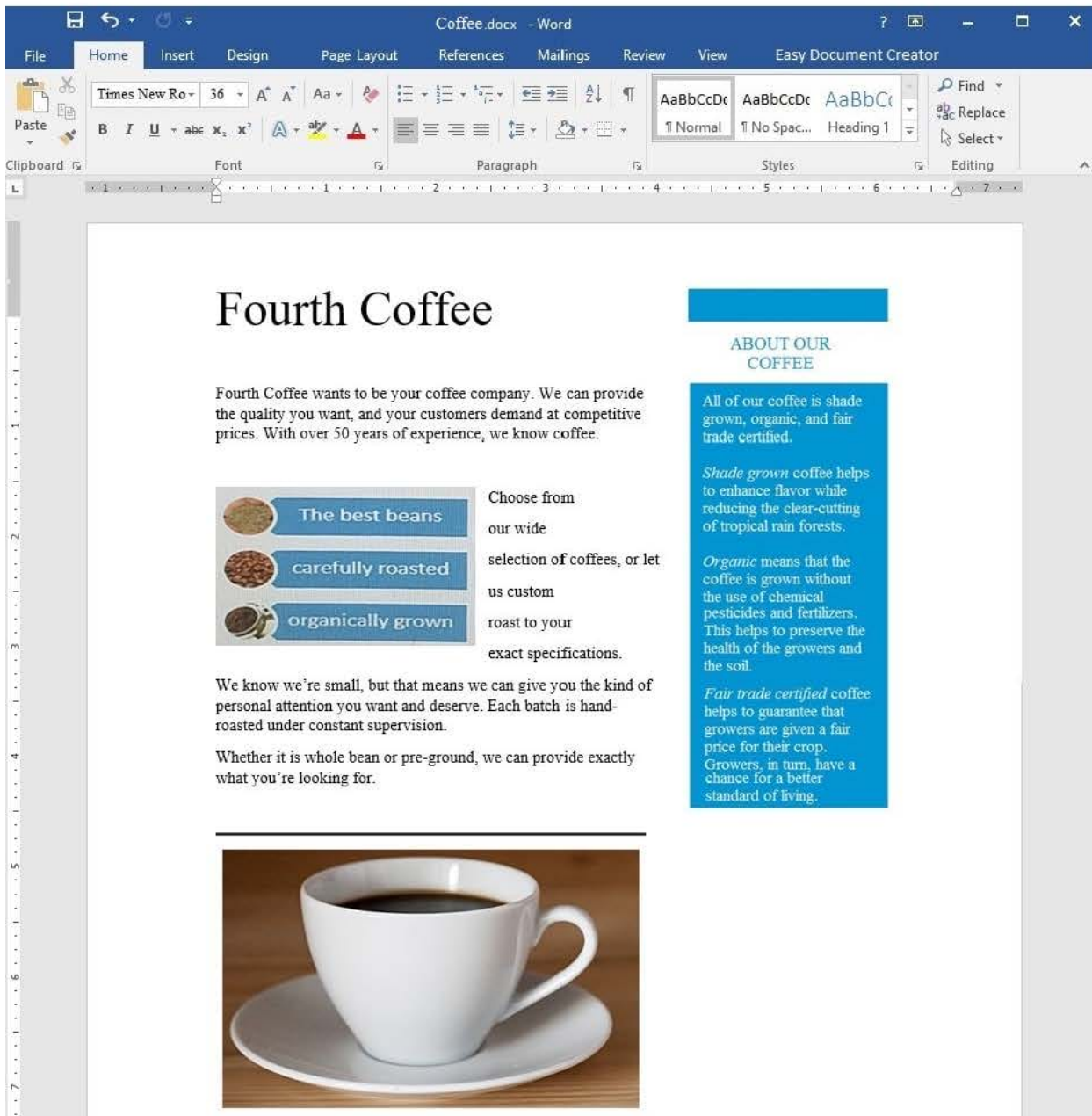
QUESTION 5

SIMULATION

Project 7 of 7: Coffee

Overview

You are preparing a flyer for use at a commercial foods trade show. You are editing the document in response to client requests.





Move the image containing one coffee cup to just below the title "Fourth Coffee".

A.

Correct Answer: See the explanation below.

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