



# 77-881<sup>Q&As</sup>

Word 2010

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### QUESTION 1

You are assigned with the task of typing a book which is of about 500 pages. You want that the page number should appear at the bottom of each page. What will you do to accomplish the task?

- A. Create a footer.
- B. Create a template.
- C. Create a header.
- D. Type the page number on each page.

Correct Answer: A

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### QUESTION 2

John wants to send letters to invite his fifty friends on his birthday party. What will he do to ease the task of creating fifty letters?

- A. Use a Quick Style.
- B. Use Mail Merge.
- C. Use building blocks.
- D. Use a template.

Correct Answer: B

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### QUESTION 3

John works as an Office Assistant for HappyTech Inc. He is assigned with the task of creating invitation cards for his colleagues. There are about 200 employees in the company. What should he do to ease the creation of cards?

- A. Create individual invitation cards
- B. Create a Quick Style.
- C. Create a theme.
- D. Create a template.

Correct Answer: D

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### QUESTION 4

You are typing a document and you want to insert an image in the document. What will you do so that the text automatically adjusts around the image?



- A. Use word wrap.
- B. Use text alignment.
- C. Use text wrapping.
- D. Use SmartArt.

Correct Answer: C

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#### QUESTION 5

John creates a document with some text boxes. John writes in the text box but he could not see the text because the text box is not increased in size. Which of the following options will he use to accomplish the task?

- A. In line with text.
- B. Resize AutoShape to fit text.
- C. In front of text.
- D. Word Wrap text in AutoShape.

Correct Answer: BD

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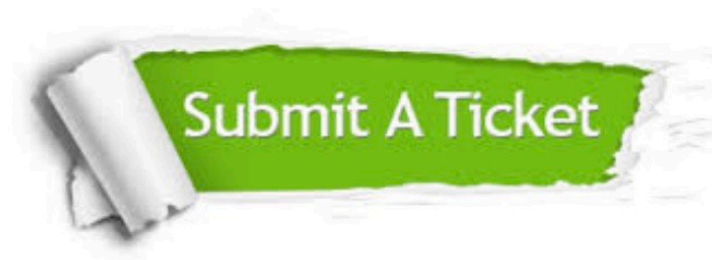
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