



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

Word 2010

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### QUESTION 1

You work in an office and you are assigned with the task of writing a document. In the document, there are some words that need reference. What will you do to give the reference for the words on the same page?

- A. Type the reference at the end of the page.
- B. Create footnote.
- C. Create header.
- D. Create footer.

Correct Answer: B

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### QUESTION 2

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

Correct Answer: C

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### QUESTION 3

You work as an Office Assistant for BlueSoft Inc. You use Microsoft Word 2010 for the official work. You have prepared the monthly sales report of your company. You want to protect the report with a password so that only the authorized people can open the report. Which of the following actions will you perform to accomplish the task?

- A. Encrypt the document.
- B. Inspect the document.
- C. Add a digital signature.
- D. Mark the document as final.

Correct Answer: A

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### QUESTION 4

You work as an Office Assistant for BlueSoft Inc. You use Microsoft Word 2010 for creating documents. You have



created a document about the financial position of the company. You need to set a password for opening and modifying the

document. Which of the following actions will you perform to accomplish the task? Each correct answer represents a part of the solution.

Choose all that apply.

- A. In the General Options dialog box, in the Password to open or Password to modify box, type a password.
- B. In the Save Options dialog box, in the Password to open or Password to modify box, type a password.
- C. Click the Tools button, and select Save Options.
- D. Open the Save As dialog box. Exam Name: Word 2010
- E. Click the Tools button, and select Web Options.
- F. In the Web Options dialog box, in the Password to open or Password to modify box, type a password.
- G. Click the Tools button, and select General Options.

Correct Answer: ADG

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#### QUESTION 5

You work in an office and you are assigned with the task of preparing the yearly sales report. You want the data to be displayed month wise and other persons easily compare the sales in different months. What will you do to accomplish the task?

- A. Make a table.
- B. Insert a SmartArt.
- C. Make a chart.
- D. Insert a building block.

Correct Answer: C

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