



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

Word 2010

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#### QUESTION 1

Which of the following is used to provide page number and date of creation of the document at the bottom of each page?

- A. Header
- B. Cover page
- C. Footnote
- D. Footer

Correct Answer: D

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#### QUESTION 2

You work as an Office Assistant for BlueSoft Inc. You use Microsoft Word 2010 for the official work. You have created a document. You need to insert a hyperlink in the document. You select the text that is to be displayed as a hyperlink. Which of the following shortcut keys will you use to open the Insert Hyperlink dialog box?

- A. Ctrl+H
- B. Ctrl+N
- C. Ctrl+P
- D. Ctrl+K

Correct Answer: D

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#### QUESTION 3

You work as an Office Assistant for BlueSoft Inc. You use Microsoft Word 2010 for creating documents. You need to compare two versions of a 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. Click the References tab.
- B. Click the View tab.
- C. Click the Compare button, and then select Compare.
- D. Click the Review tab.

Correct Answer: CD

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#### QUESTION 4



You are typing a document and you want to give references for some words at the end of the document. What will you do to accomplish the task?

- A. Use footnote.
- B. Use header
- C. Use footer.
- D. Use endnote.

Correct Answer: D

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#### QUESTION 5

You work in an office and you are assigned with the task of preparing an organization chart. Which of the following will you use to accomplish the task?

- A. Create boxes and label them.
- B. Create Quick Style.
- C. Insert Smart Art object.
- D. Insert building blocks.

Correct Answer: C

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