



# 77-725<sup>Q&As</sup>

Word 2016 Core Document Creation, Collaboration and Communication

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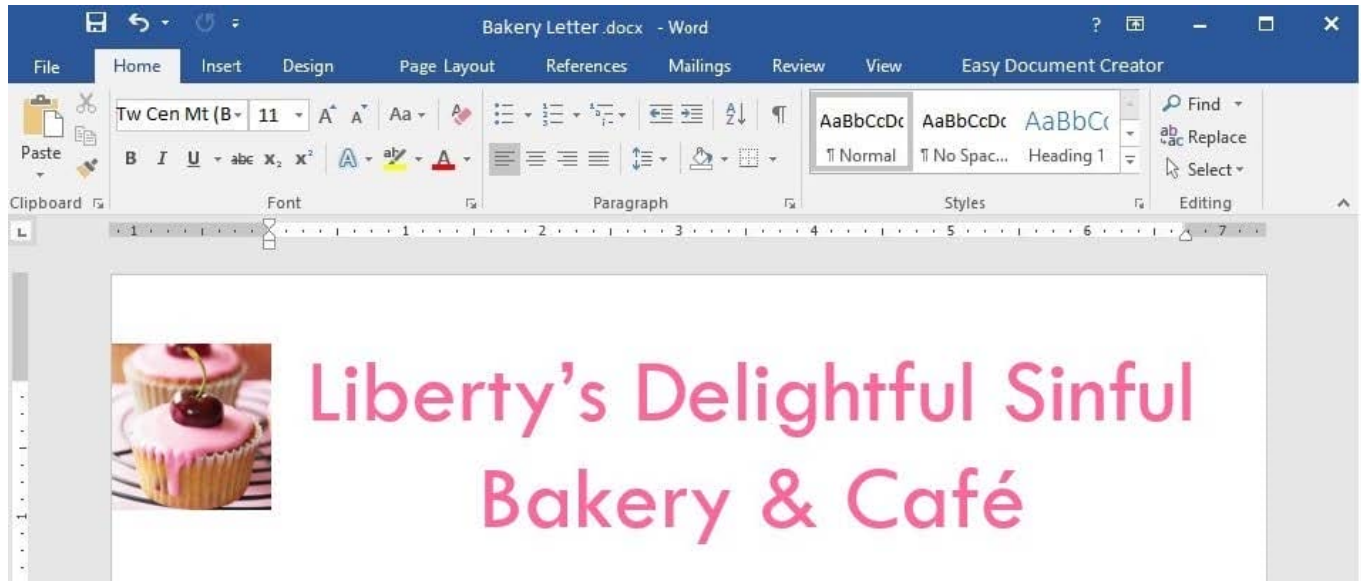


**QUESTION 1**

SIMULATION Project 2 of 7: Bakery Letter

Overview

As the marketing manager for Liberty's Delightful Sinful Bakery and Caf? you want to inform local businesses that you will now be providing catering services.



December 31, 2018

CATERING SERVICES ARE NOW AVAILABLE Dear Business Owner: Liberty's Delightful Sinful Bakery and Caf? would like to inform you that beginning next month, we will be providing catering and delivery services in your area. We invite you to look over our lunch catering menu below, and contact us to schedule your next business meeting lunch.

Meal	Price
<b>Box Lunch</b> <i>Includes a signature sandwich, chips, fruit or pasta salad, and a cookie</i>	\$9.95
<b>Signature Salad</b> <i>Includes a signature salad and cookie</i>	\$6.95
<b>Soup and Salad Combo</b> <i>Includes a small soup, full size salad, and cookie</i>	\$8.95
<b>Add-ons</b> <i>20 oz. soda, dessert, chips, pasta or fruit salad</i>	\$1.50-\$2.50

The menu above is a small sample of the options we have available. Liberty's Delightful Sinful Bakery will impress you with excellent service and great food at an affordable price.



We look forward to hearing from you to cater your next meeting.

Sincerely,

Steve Lasker Owner

Add the alternative text title, "Lunch Menu" to the table in the document.

A.

Correct Answer: See the explanation below.

## QUESTION 2

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 - Word". The ribbon is set to "Home" with the "Easy Document Creator" tab active. The document content is as follows:

# 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:

Copy the text "UNPLUG AND DO NOT USE THIS DEHYDRATOR" and paste it after the text "REMINDER:". The pasted text should be left-justified and bold.

A.

Correct Answer: See the explanation below.

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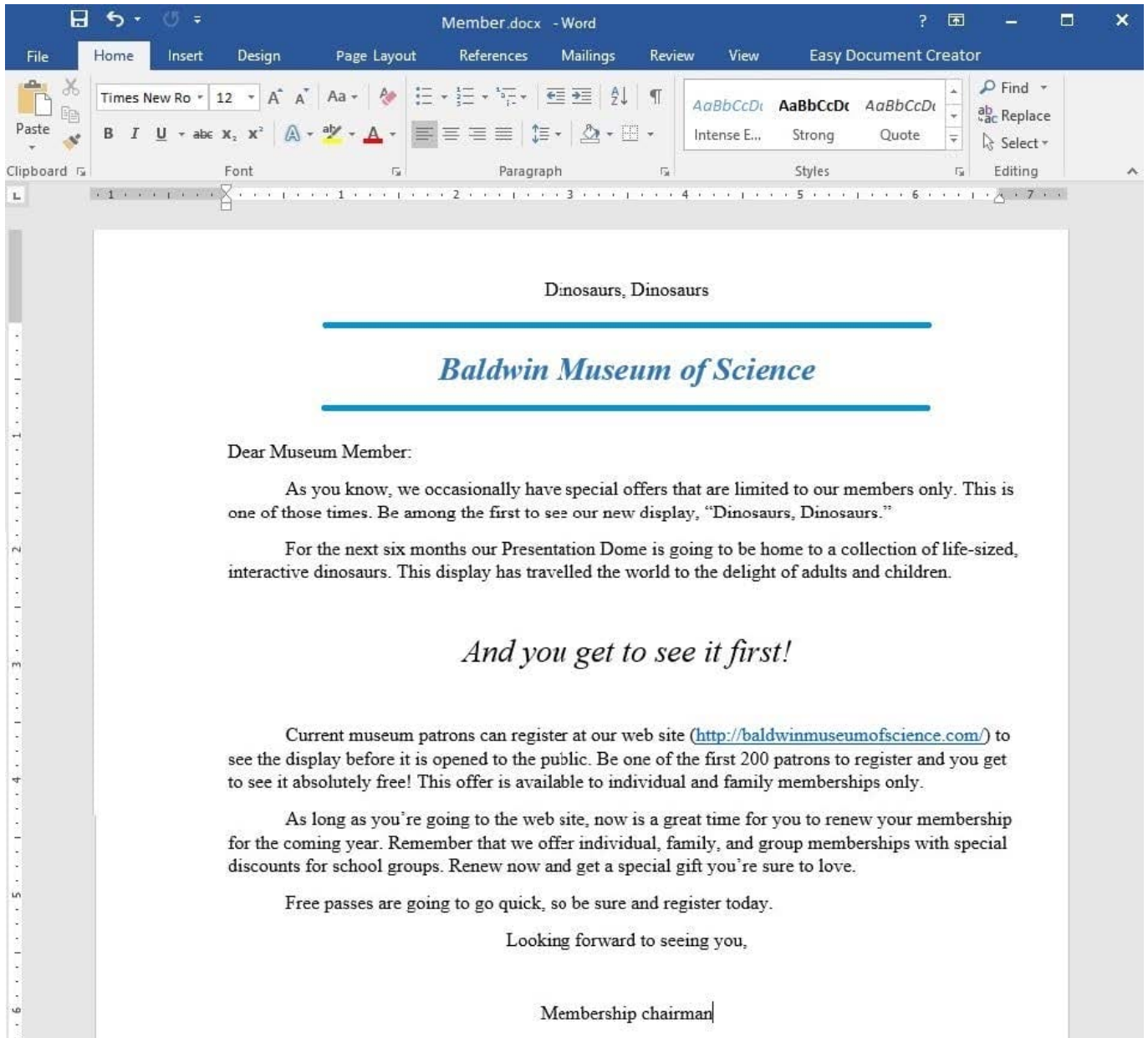
### QUESTION 3

#### 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.



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

A.

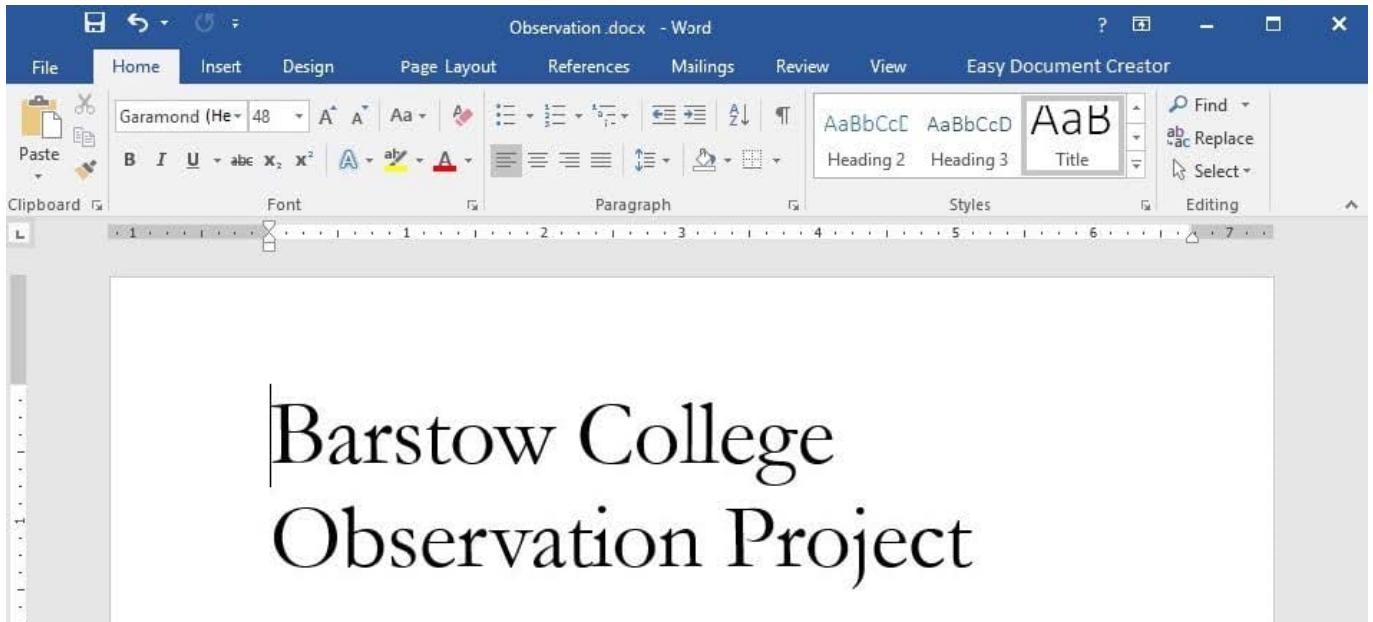
Correct Answer: See the explanation below.

#### QUESTION 4

SIMULATION Project 1 of 7: Observation Overview You are a member of the Barstow College Observation Project committee. You are preparing the initial

summary report for this year's count, but have not received all of the data you need to complete the report.





## Introduction

The multi-departmental Wildlife Observation Project has completed its wildlife population counts for this year. The counts were made between May 5 and May 7 for both the wilderness and cultivated land areas. This is in line with the count periods for all previous years. The species used for the counts have been identified as common for the region (central Missouri) in which the counts were taken. (Author, 2009) As in previous years, five observation blinds were set up two weeks before the counts were to take place. Counters worked eight-hour shifts providing 24-hour coverage of the count areas for two days. Weather for both observation days was clear and mild (varying between 50-70 degrees F).

The results presented here are summary total results only, which counts from five and ten years ago provided for comparison. Detailed observation results will be available as soon as they are completed. We estimate that they will be available some time in the next two weeks.

## Wilderness Summary

The wilderness observation area is a five-acre section of unimproved forest land. The most common trees in the area are maple, red oak, cedar, sweet gum, and hickory. The area also includes a small spring. The area is not enclosed by a fence or other man-made barrier.

The area is located eight miles from the nearest paved road and twelve miles from the nearest residence. Off-road vehicles were used to bring counters close to, but not entering, the count area. The nearest approach by off-road vehicles was one mile.



The table below lists the summary counts.

Species	Current Count	Five years ago	Ten years ago
White-tailed deer	14	12	10
Cottontail rabbit	26	28	25
Swamp rabbit	0	0	2
Mourning dove	18	59	102
Bobwhite quail	5	22	27
Eastern gray squirrel	23	20	31
Fox squirrel	6	11	9
NOTE TO REVIEW COMMITTEE: Don't you think it's time we finally drop the swamp rabbit from the count as an anomaly?			

Though further research any analysis is needed, the drop in mourning dove and bobwhite quail counts could be significant. The detailed count data shows these numbers failing off each year.

#### Cultivated Land Summary

The cultivated land observation area is a five-acre section of cultivated land near the center of a 50-acre field. The field is used to grow corn, wheat, soybeans, and clover, with the crop rotated annually. In the fifth year of the cycle, the field is left fallow.

The area is located two miles from the nearest paved road and one mile from the nearest residence. A storage barn is located at the southern border of the field.

The table below lists the summary counts.

#### Additional Notes

This project was initially scheduled to run for ten years, so we are currently in our last year. The committee needs to decide if it is worth the time and expense to continue the project. The landowners have experience that they would be happy to let us continue. Costs relating to the project is minimal and it does provide an opportunity to offer extra credit to students volunteering as counters. A suggestion has been made by some committee members that we should increase the count frequency, counting on a quarterly schedule instead of an annual schedule. This would need to be coordinated with the owner of the cultivated field so that we do not interfere with planting or harvesting schedules.

#### Special Thanks

Once again, we would like to offer special thanks to:



We couldn't do this without you.

Merge all cells in the bottom row of the table below the "Wilderness Summary" heading into one cell.

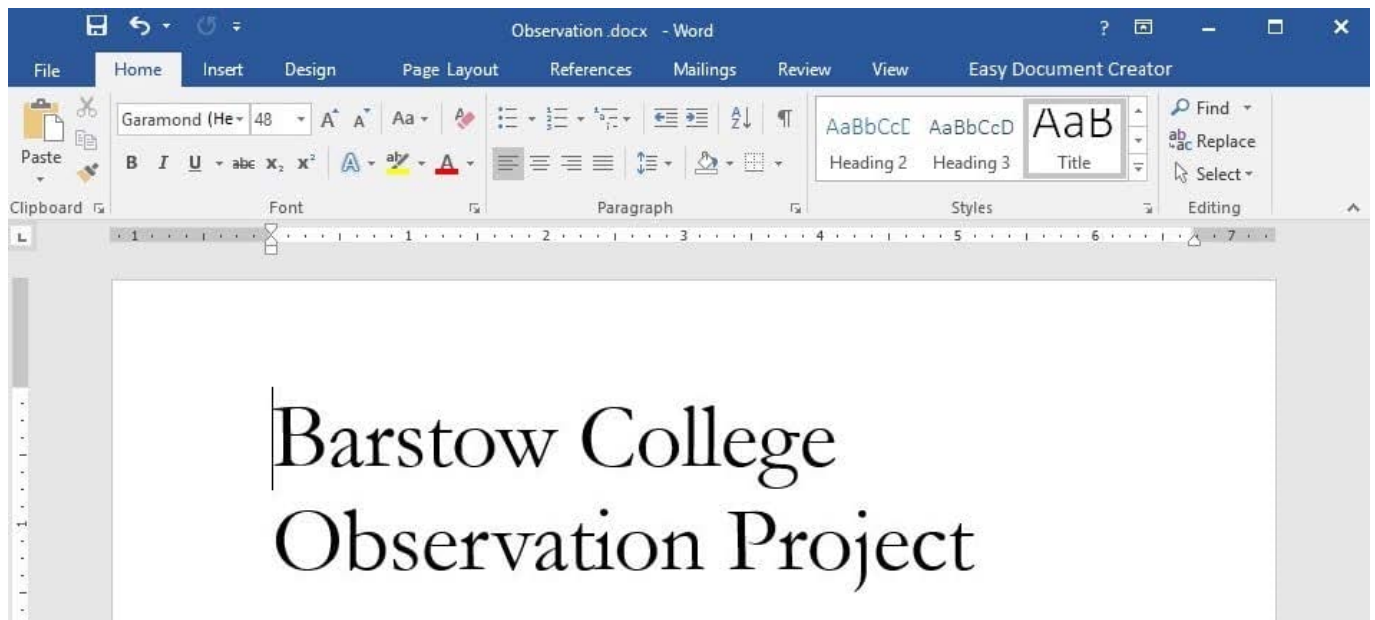
A.

Correct Answer: See the explanation below.

## QUESTION 5

**SIMULATION** Project 1 of 7: Observation Overview You are a member of the Barstow College Observation Project committee. You are preparing the initial

summary report for this year's count, but have not received all of the data you need to complete the report.



### Introduction

The multi-departmental Wildlife Observation Project has completed its wildlife population counts for this year. The counts were made between May 5 and May 7 for both the wilderness and cultivated land areas.

This is in line with the count periods for all previous years. The species used for the counts have been identified as common for the region (central Missouri) in which the counts were taken. (Author, 2009) As in previous years, five observation blinds were set up two weeks before the counts were to take place.

Counters worked eight-hour shifts providing 24-hour coverage of the count areas for two days. Weather for both observation days was clear and mild (varying between 50-70 degrees F).

The results presented here are summary total results only, which counts from five and ten years ago provided for comparison. Detailed observation results will be available as soon as they are completed. We





estimate that they will be available some time in the next two weeks.

#### Wilderness Summary

The wilderness observation area is a five-acre section of unimproved forest land. The most common trees in the area are maple, red oak, cedar, sweet gum, and hickory. The area also includes a small spring. The area is not enclosed by a fence or other man-made barrier.

The area is located eight miles from the nearest paved road and twelve miles from the nearest residence.

Off-road vehicles were used to bring counters close to, but not entering, the count area. The nearest approach by off-road vehicles was one mile.

The table below lists the summary counts.

Species	Current Count	Five years ago	Ten years ago
White-tailed deer	14	12	10
Cottontail rabbit	26	28	25
Swamp rabbit	0	0	2
Mourning dove	18	59	102
Bobwhite quail	5	22	27
Eastern gray squirrel	23	20	31
Fox squirrel	6	11	9
NOTE TO REVIEW COMMITTEE: Don't you think it's time we finally drop the swamp rabbit from the count as an anomaly?			

Though further research any analysis is needed, the drop in mourning dove and bobwhite quail counts could be significant. The detailed count data shows these numbers failing off each year.

#### Cultivated Land Summary

The cultivated land observation area is a five-acre section of cultivated land near the center of a 50-acre field. The field is used to grow corn, wheat, soybeans, and clover, with the crop rotated annually. In the fifth year of the cycle, the field is left fallow.

The area is located two miles from the nearest paved road and one mile from the nearest residence. A storage barn is located at the southern border of the field.

The table below lists the summary counts.

#### Additional Notes

This project was initially scheduled to run for ten years, so we are currently in our last year. The committee



needs to decide if it is worth the time and expense to continue the project. The landowners have experience that they would be happy to let us continue. Costs relating to the project is minimal and it does provide an opportunity to offer extra credit to students volunteering as counters. A suggestion has been made by some committee members that we should increase the count frequency, counting on a quarterly schedule instead of an annual schedule. This would need to be coordinated with the owner of the cultivated field so that we do not interfere with planting or harvesting schedules.

#### Special Thanks

Once again, we would like to offer special thanks to:

We couldn't do this without you.

Add a Status of "Requires committee review" to the document properties.

A.

Correct Answer: See the explanation below.

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#### QUESTION 6

**SIMULATION Project 6 of 7: Recall Overview** You work in Customer Communications at Northwind Traders. You are preparing a product recall

announcement.



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:

Apply the Intense Emphasis style to the text "UNPLUG AND DO NOT USE THIS DEHYDRATOR" that is located above the image.

A.

Correct Answer: See the explanation below.

#### QUESTION 7



SIMULATION Project 6 of 7: Recall Overview You work in Customer Communications at Northwind Traders. You are preparing a product recall

announcement.



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:

Add a bookmark named "Return" to the paragraph "DO NOT RETURN... replacement dehydrator."

A.

Correct Answer: See the explanation below.



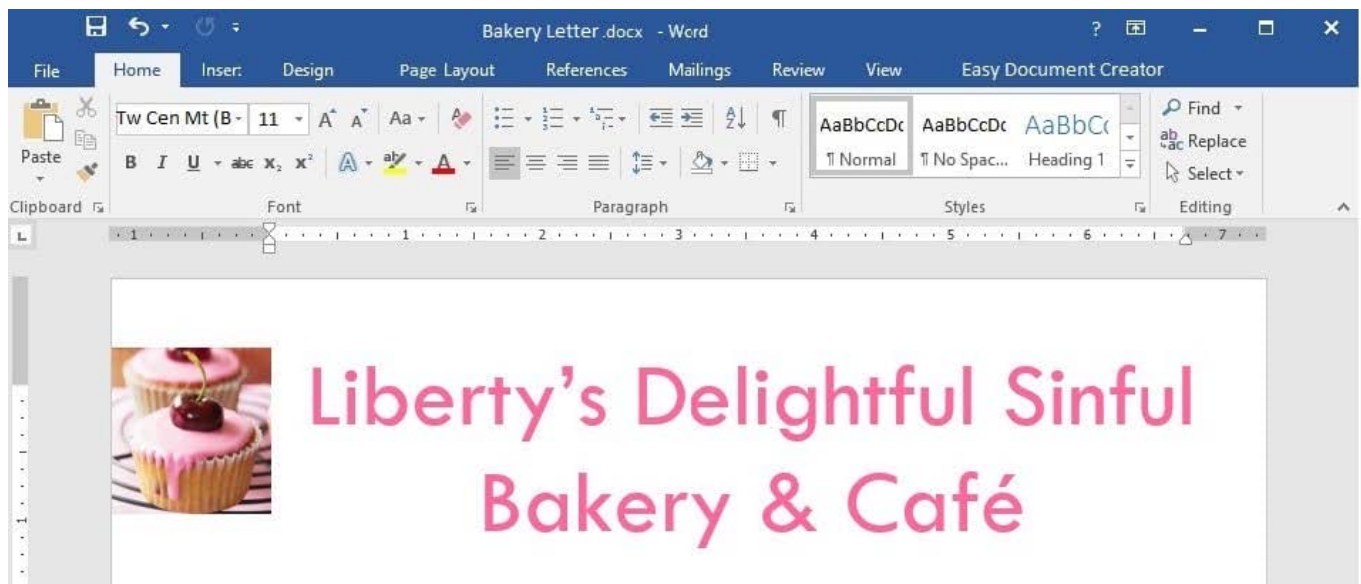
**QUESTION 8**

**SIMULATION**

Project 2 of 7: Bakery Letter

Overview

As the marketing manager for Liberty's Delightful Sinful Bakery and Caf? you want to inform local businesses that you will now be providing catering services.



December 31, 2018

CATERING SERVICES ARE NOW AVAILABLE Dear Business Owner: Liberty's Delightful Sinful Bakery and Caf? would like to inform you that beginning next month, we will be providing catering and delivery services in your area. We invite you to look over our lunch catering menu below, and contact us to schedule your next business meeting lunch.

<b>Meal</b>	<b>Price</b>
<b>Box Lunch</b> <i>Includes a signature sandwich, chips, fruit or pasta salad, and a cookie</i>	\$9.95
<b>Signature Salad</b> <i>Includes a signature salad and cookie</i>	\$6.95
<b>Soup and Salad Combo</b> <i>Includes a small soup, full size salad, and cookie</i>	\$8.95
<b>Add-ons</b> <i>20 oz. soda, dessert, chips, pasta or fruit salad</i>	\$1.50-\$2.50

The menu above is a small sample of the options we have available. Liberty's Delightful Sinful Bakery will





impress you with excellent service and great food at an affordable price.

We look forward to hearing from you to cater your next meeting.

Sincerely,

Steve Lasker

Owner

Add a Registered Sign at the end of the company name in the header.

A.

Correct Answer: See the explanation below.

## QUESTION 9

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 document titled "Service.docx" with the ribbon set to "Home". 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!

The image shows a person's hands working on a complex piece of machinery, possibly a generator or engine, with various components and wires visible.

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.



On the page following the section break, change the page orientation to Landscape.

A.

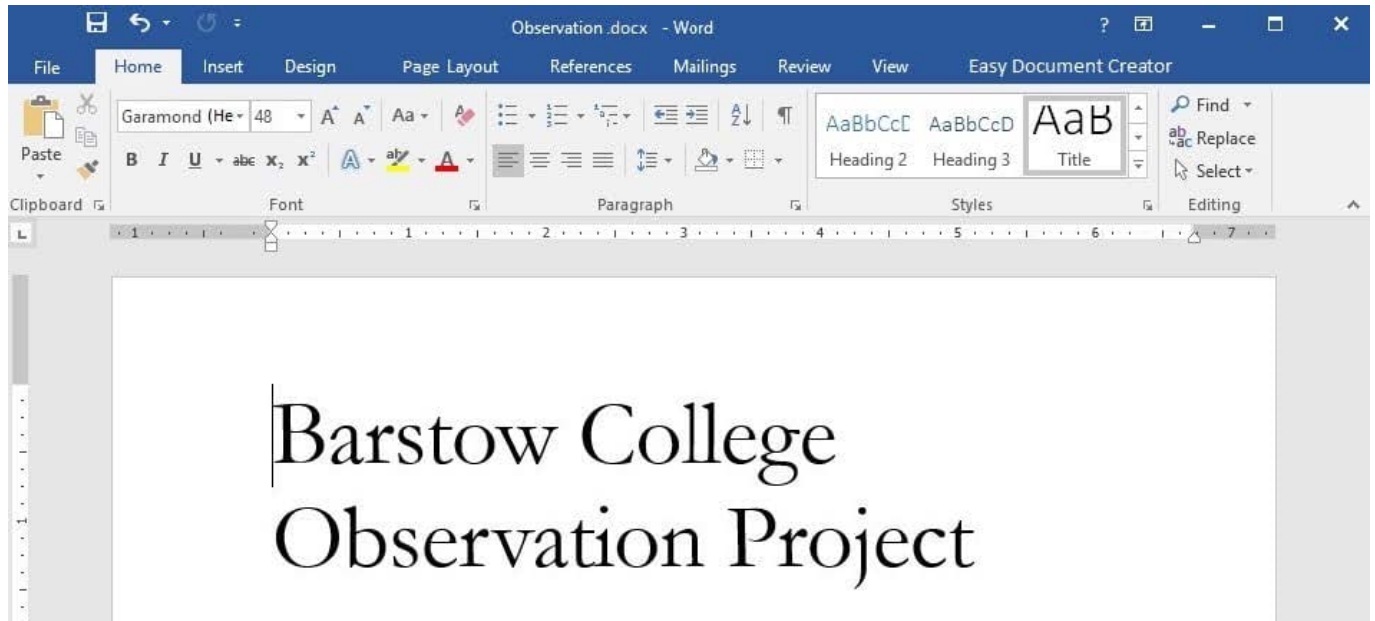
Correct Answer: See the explanation below.

#### QUESTION 10



SIMULATION Project 1 of 7: Observation Overview You are a member of the Barstow College Observation Project committee. You are preparing the initial

summary report for this year's count, but have not received all of the data you need to complete the report.



## Introduction

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## Wilderness Summary

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Off-road vehicles were used to bring counters close to, but not entering, the count area. The nearest approach by off-road vehicles was one mile.

The table below lists the summary counts.

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Fox squirrel	6	11	9
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Though further research any analysis is needed, the drop in mourning dove and bobwhite quail counts could be significant. The detailed count data shows these numbers falling off each year.

#### Cultivated Land Summary

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The area is located two miles from the nearest paved road and one mile from the nearest residence. A storage barn is located at the southern border of the field.

The table below lists the summary counts.

#### Additional Notes

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### Special Thanks

Once again, we would like to offer special thanks to:

We couldn't do this without you.

In the table below the "Wilderness Summary", adjust the column width so that all columns are the same width.

A.

Correct Answer: See the explanation below.

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