77-881^{Q&As}

Word 2010

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QUESTION 1

John works in an office and he is assigned with the task of preparing a document. He uses Microsoft Word 2010 for creating documents. He inserts a picture in the document. He wants to apply glow effect to the picture. Which of the following options will he choose on the Format tab to accomplish the task?

A. Picture Shape

B. Picture Effects

C. Picture Border

D. Change Picture

Correct Answer: B

QUESTION 2

What will you do to make the formatting of the first page different from the second?

A. Use a page break.

B. Use a theme.

C. Use a section break.

D. Use Quick Style.

Correct Answer: C

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

QUESTION 4

Sam works in an office and he is assigned with the task of preparing a document. He uses Microsoft Word 2010 for creating documents. He inserts a picture in the document. He wants to apply sepia tone to the picture. Which of the

following will he choose on the Format tab to accomplish the task?

A. Picture Effects

B. Color

C. Reset Picture

D. Change Picture

Correct Answer: B

QUESTION 5

You are assigned with the task of creating certificates for 500 students. What will you do to accomplish the task?

A. Create individual certificates.

B. Create a Quick Style.

C. Create a theme.

D. Create a template.

Correct Answer: D

QUESTION 6

Which of the following is a graphic or a piece of text that links to another document, another place in the same document, a Web page, or an e-mail address?

A. Hyperlink

B. Comment

C. Citation

D. Caption

Correct Answer: A

QUESTION 7

You work in an office and you are assigned with the task of creating a document. The document has to be shared with all the employees. You want to restrict the edit, copy, and print permission of all the shared users. What will you do to accomplish the task?

A. Inspect the document.

B. Mark the document as final.

C. Restrict the permission for the document. Exam Name: Word 2010

D. Encrypt the document.

Correct Answer: C

QUESTION 8

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

QUESTION 9

Sam works in an office and he is assigned with the task of preparing a document. He inserts a picture in it. Now he wants to remove unwanted parts from it. What will he do to accomplish the task?

A. Use Picture Effects option.

B. Erase the unwanted parts.

C. Use Reset Picture option.

D. Crop the picture.

Correct Answer: D

QUESTION 10

You work in an office and you are assigned with the task of preparing a document. You insert a table in the document. You want to divide the table into two tables. What will you do to accomplish the task?

A. Use Split Cells option.

B. Erase a row.

C. Use Split Table option.

D. Erase a column.

Correct Answer: C

QUESTION 11

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

QUESTION 12

Which of the following options is used to set the amount of space that must be inserted between the lines?

A. Line Spacing

B. Quick Style

C. Caption

D. Numbering

Correct Answer: A

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