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Vendor: Microsoft

Exam Code: 77-887

Exam Name: Word 2010 Expert

Version: Demo

QUESTION: 1

You work as an Office Assistant for uCertify Inc. You use Microsoft Word 2010 for official work. You have created a document and you want to insert a predefined table calendar with large month names and thick week separators. Choose and reorder the required steps to insert the quick table.

Correct Answer Your Answer

Correct Steps

Choose from here

- Click Table to Contents.
- Select the table type to be applied.
- Click the Table button.
- Click Cross Reference.
- Click the References tab.
- Click Quick Parts.
- Click the Insert tab.
- Click the Quick Table option.

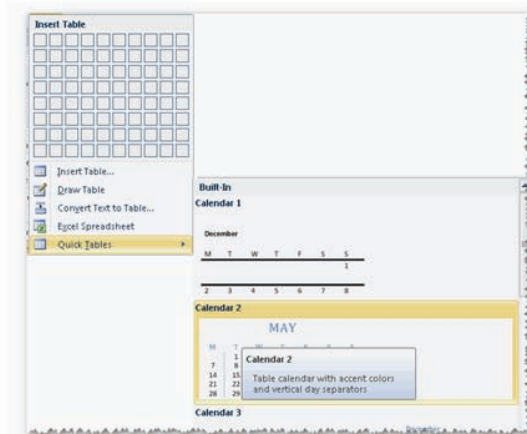
Answer:

Explanation: In Microsoft Word 2010, a table helps a user to align columns and rows of text with ease. Take the following steps to insert a quick table:

1. Click on the location on which you want to add the table. Click on the Insert tab. Click the table button.



2. Point to the Quick Tables option. Select the desired table to be inserted.



QUESTION: 2

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.

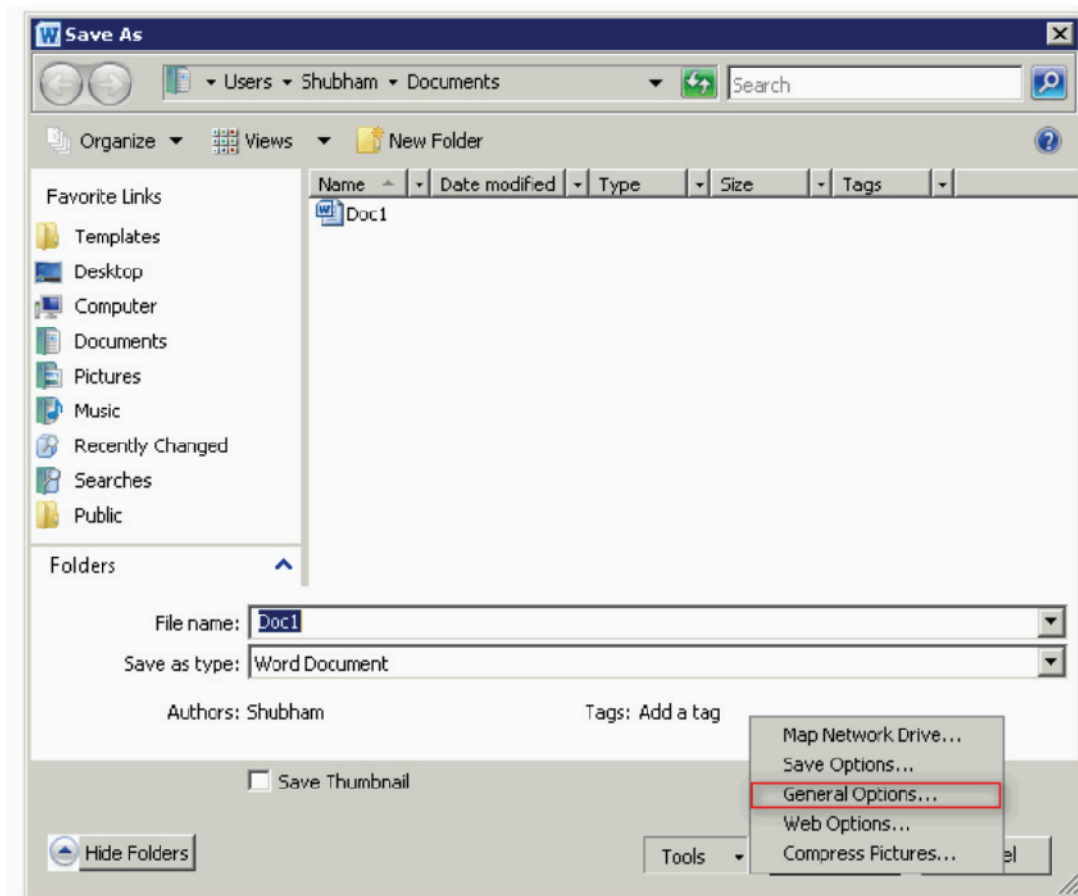
- A: Click the Tools button, and select General Options.
- B: Click the Tools button, and select Web Options.
- C: Open the Save As dialog box.
- D: Click the Tools button, and select Save Options.
- E: In the Web Options dialog box, in the Password to open or Password to modify box, type a password.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

Answer:

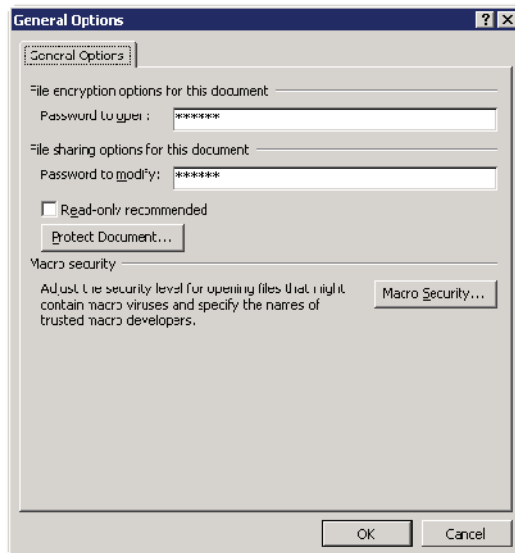
Explanation: Answer options C, A, and F are correct.

Take the following steps to set a password for a document:

1. Open the Save As dialog box.
2. Click the Tools button, and select General Options.



3. In the General Options dialog box, in the **Password to open** or **Password to modify** box, type a password.



Answer options D, B, C, and G are incorrect. The Web Options or Save Options dialog box does not contain any option to set a password for opening and modifying the document.

QUESTION: 3

You work as an Office Assistant for uCertify Inc. You are creating a document in Microsoft Word 2010. You want to add text entries that are inserted automatically when you type a specific set of characters. Choose and reorder the steps that you will perform to add text entries that are inserted automatically.

Correct Answer Your Answer

Correct Steps

Choose from here

- Click the Ok button twice.
- Click the AutoCorrect tab.
- Click Options.
- Click the Proofing pane.
- Select the AutoComplete drop-down list.
- Type the characters to be used.
- Click the AutoCorrect Options button.
- Select the Replace text as you type check box.
- Click the Add button.
- Click the File tab.
- Click AutoComplete button.

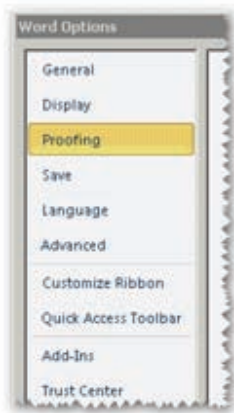
Answer:

Explanation: In Word 2010, AutoCorrect is a feature that corrects common mistakes as you type in word documents. The AutoCorrect dialog box must be used to add text entries that are inserted automatically when a user types a specific set of characters. Take the following steps to add text automatically:

1. Click the File tab. Click Options.



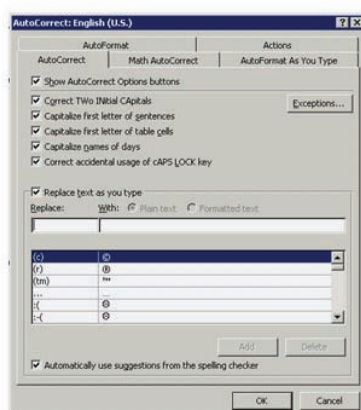
2. The Word Options dialog box opens. Click Proofing pane.



3. Click the AutoCorrect Options button.

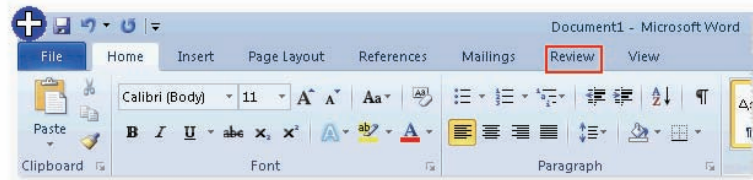


4. Click the AutoCorrect tab. Select Replace text as you type the check box. Under Replace, type the characters that you want to use for the automatic text. The With text box contains text that is selected in the document that should appear. Click the Add button, click the Ok button twice.



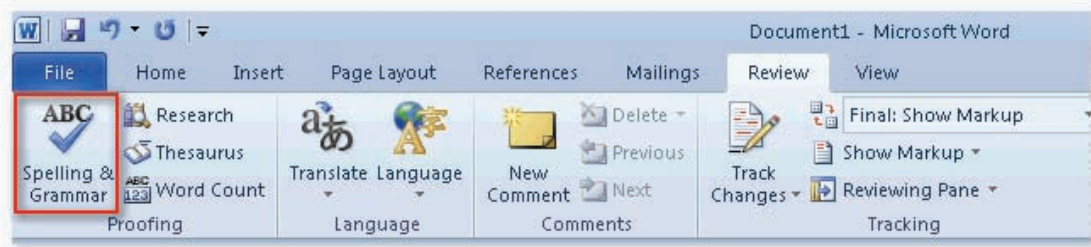
QUESTION: 4

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 run the spelling checker. Mark the tab on which you will click to accomplish the task.



Answer:

Explanation: You will click the Review tab to run the spelling checker.



QUESTION: 5

You are creating a document in Microsoft Word 2010. You want to prepare the document by turning a photo as the background image so that you can brand or decorate the document. Choose and reorder the required steps that will you take to use a photo as the background image.

Correct Answer Your Answer

Correct Steps

Choose from here

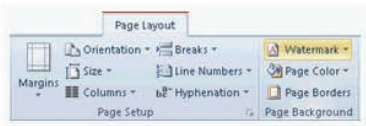
- Click the Background button.
- Click the Picture watermark radio button.
- Click the Insert button.
- Click Watermark.
- Select Custom Watermark.
- Select the picture to be inserted.
- Click on the Home tab.
- Click on the View tab.
- Click the Select Picture button.
- Click on the Page Layout tab.

*Sequence of the selected item is not required.

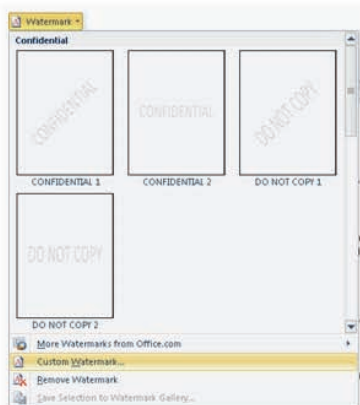
Answer:

Explanation: You can convert a picture, clip art, or photo into a watermark. Take the following steps to convert a picture into a watermark:

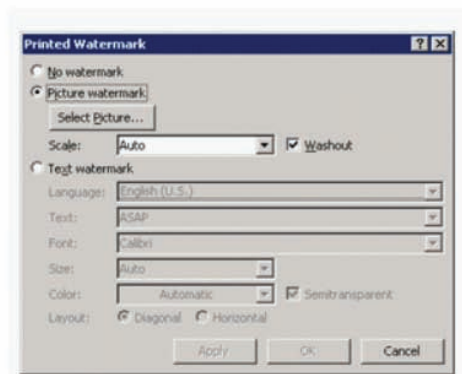
1. Click on the Page Layout tab. In the Page Background group, click Watermark.



2. Select Custom Watermark from the Watermark drop-down list.



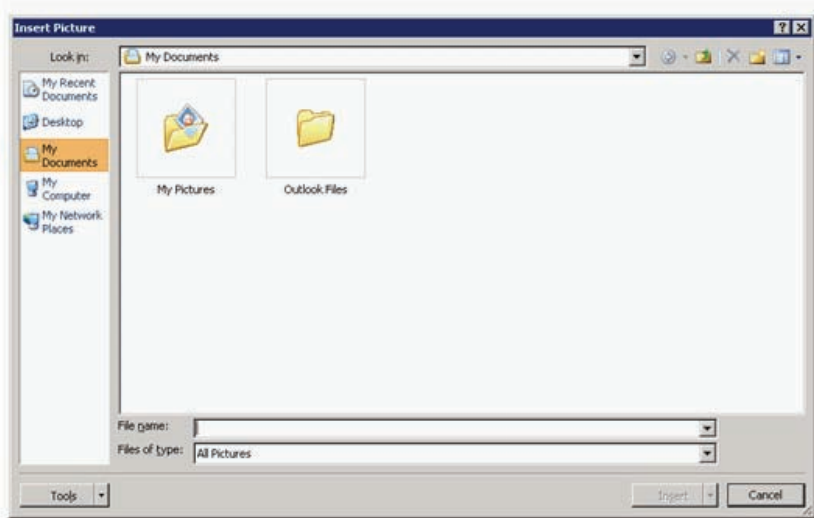
3. The Printed Watermark dialog box opens. Click the Picture Watermark radio button.



4. Click the Select Picture button.



- The Insert Picture dialog box opens. Select the picture to be inserted, and then click the Insert button.

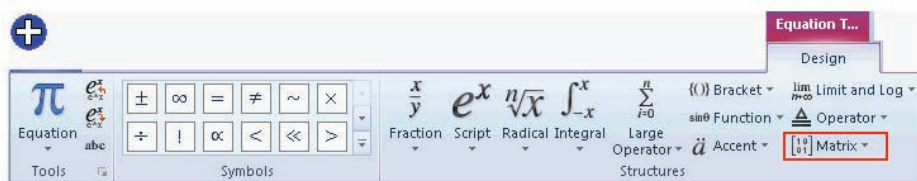


QUESTION: 6

You are preparing a document in Microsoft Word 2010. The Word document is explaining details about matrices. You have inserted an equation in the document and you want to add the following structure to the equation:

$$\begin{bmatrix} 1 & 0 & 0 \\ 0 & 1 & 0 \\ 0 & 0 & 1 \end{bmatrix}$$

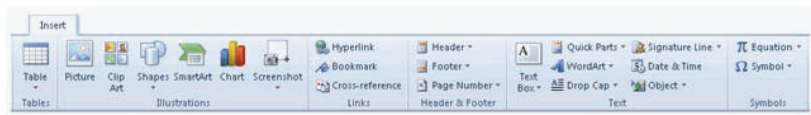
Mark the option/button in the following image of the Design tab under Equation Tools to accomplish the task.



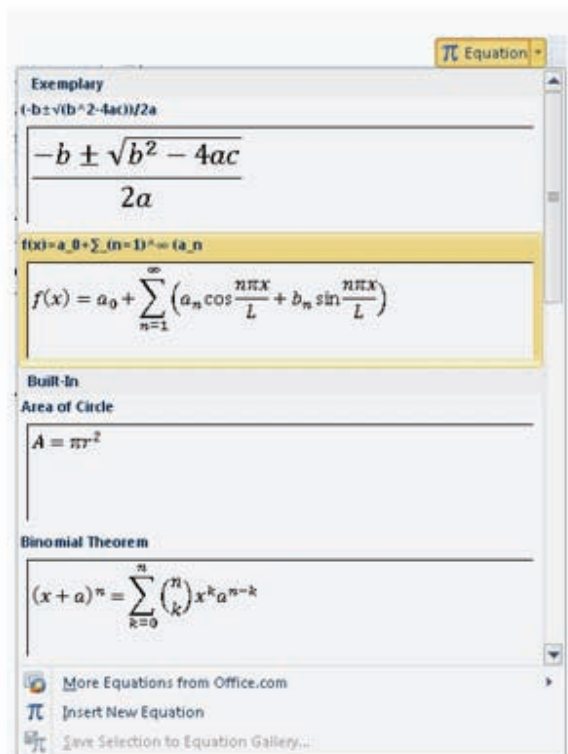
Answer:

Explanation: Microsoft Word 2010 provides built-in support for writing and editing equations. You can add different structures to an equation by using the Structures group of the Design tab. Take the following steps to insert a commonly used math structure:

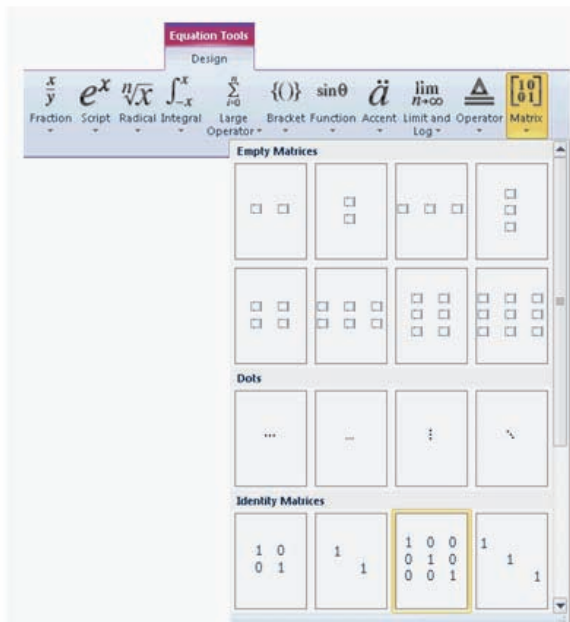
- Click on the Insert tab. In the Symbols group, click the arrow next to Equation.



- Click on the equation to be inserted.

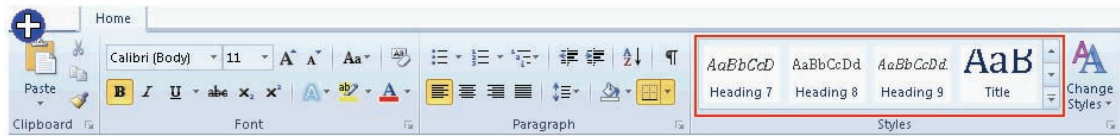


- Under Equation Tools, click on the Design tab. In the Structures group, click the structure type to be applied.



QUESTION: 7

Mark the option or button in the following image of the Home tab to apply character styles to a word.



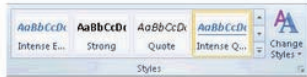
Answer:

Explanation: Character styles are used to determine the look of the text in a document. These styles are marked with the character symbol: a. A user can apply the style to the entire word by clicking anywhere on the word. Take the following steps to apply character styles:

1. Click on the word you want to format.

A screenshot of a document window showing the text "Microsoft Word 2010 Character Styles" selected with a blue highlight.

2. Click on the Home tab. In the Styles group, select the style to be applied. Only the word where you clicked is formatted when you point to a character style. Click the character style that you want to use.

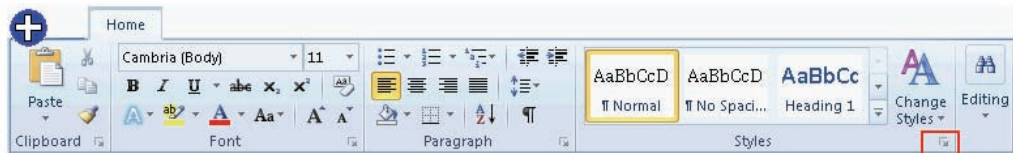


3. The word that you selected is formatted with the characteristics of the style that you have chosen.



QUESTION: 8

Mark the option/button in the following image of the Home tab to modify a character style.



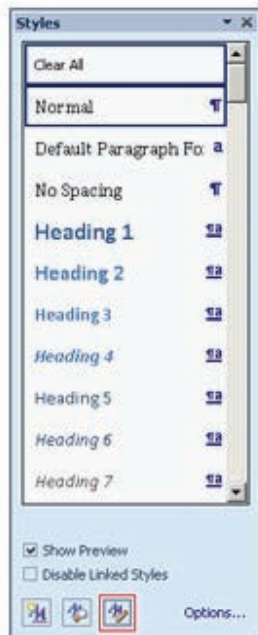
Answer:

Explanation: You can modify a style by using the dialog box launcher in the Styles on the Home tab. Take the following steps to modify a character style:

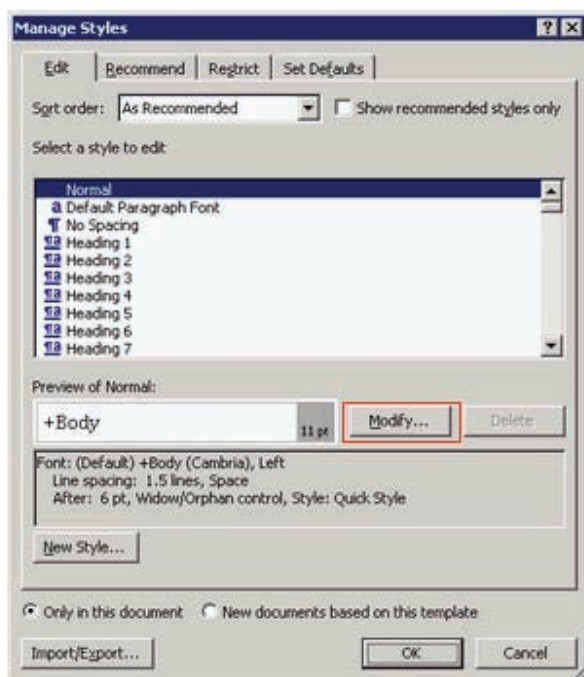
1. Click on the Home tab, and select the style that you want to modify from the Styles group.
2. Click the Styles dialog box launcher.



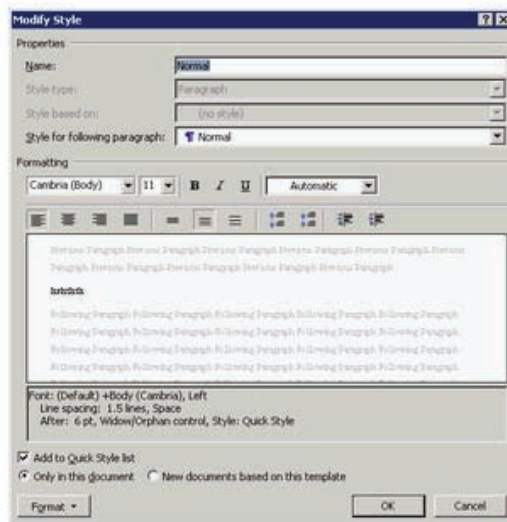
3. The Styles pane opens. Click the Options link.



4. The Manage Styles dialog box opens. Click the Modify button.

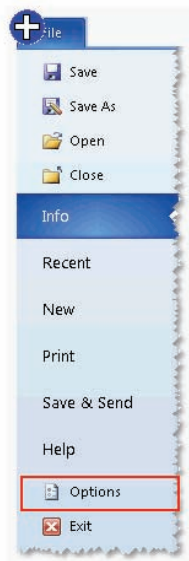


5. The Modify Style dialog box opens. Specify the modification, and click the OK button twice.



QUESTION: 9

The Developer tab provides the options for creating a macro. By default, Word 2010 does not display the options for creating a macro. In order to display the options, you must turn on Word's Developer tab. Mark the option in the following image of the File menu to display the Developer tab.



Answer:

Explanation: A macro is a tool that is used to record the steps to perform a particular task. It is a set of tasks that can be performed by clicking a Quick Access toolbar button, pressing a shortcut key, or by selecting the macro from a list. In Word 2010, a user can include any command in Microsoft Word. A user can use Visual Basic for Applications (VBA) to create or edit a macro. VBA is a macro-language version of Microsoft Visual Basic, which is used to program Microsoft Windows-based applications. Take the following steps to show the developer tab:

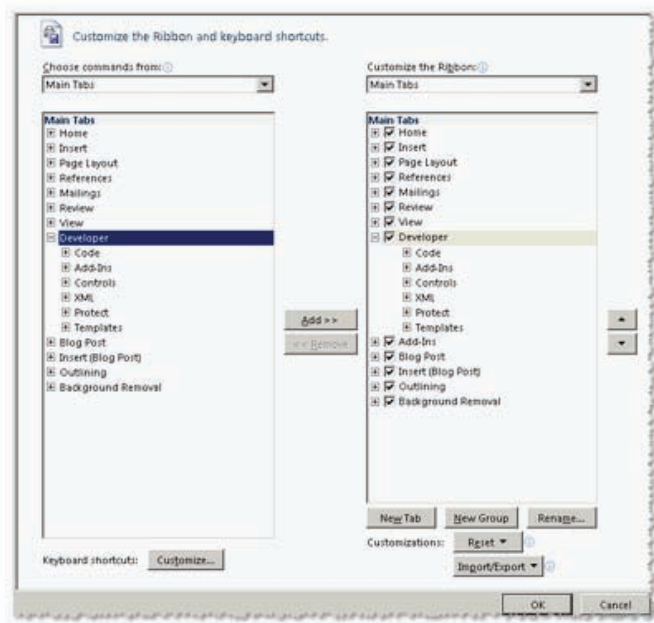
1. Click the File menu and then click Options.



2. Click the Customize Ribbon pane.



3. Under Customize the Ribbon, select the Developer check box. Click the Add>> and OK buttons.



QUESTION: 10

Which of the following macro options disables all macros and security alerts if macros are not digitally signed?

- A: Disable all macros except digitally signed macros.
- B: Disable all macros without notification.
- C: Disable all macros with notification.
- D: Enable all macros.

Answer:

Explanation: Answer option B is correct.

The Disable all macros without notification option disables all macros and security alerts. The Disable all macros without notification option is used if macros are not digitally signed.

The various macro options available in MS Office Word 2010 are as follows:

1. **Disable all macros without notification:** This option disables all macros and security alerts. The Disable all macros without notification option is used if macros are not digitally signed. The documents that are in trusted locations can run without being checked by the Trust center security system. It does not matter whether they are digitally signed or not.
2. **Disable all macros with notification:** This is the default setting. The Disable all macros with notification option disables all macros and provides security alerts if the macros are present there.
3. **Disable all macros except digitally signed macros:** This option allows digitally signed macros to run.
4. **Enable all macros:** This option allows all macros to run. The Enable all macros option is not recommended and makes the computer system vulnerable to potentially malicious code.
5. **Trust Word to the VBA project object model:** This option will disallow or allow programmatic word to the Visual Basic for Applications (VBA) object model from an automation client. This security option is for code written to manipulate the VBA environment and object model and automate an Office program.

QUESTION: 11

Choose and reorder the steps required to create a form.

Correct Answer Your Answer

Correct Steps

Choose from here

- Add content to your fillable form.
- Display the "Developer" tab.
- Use a form template.
- Click on the "Save" button after creating your form in Word
- Add controls to the form.

Answer:

Explanation: A user can create a form in Microsoft Word by starting with a template and adding content controls. Any content controls that you add to a form can also be linked to data. Take the following steps to create a fillable form in Word 2010:

1. Display the "Developer" tab.
2. Use a form template.
3. Add content to your fillable form.
4. Add controls to the form.
5. Click on the "Save" button after creating your form in Word 2010.

QUESTION: 12

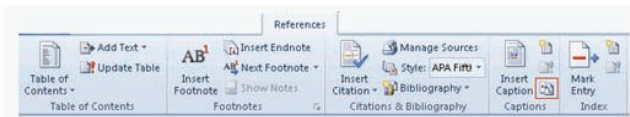
Mark the following image of the References tab to create a cross-reference.



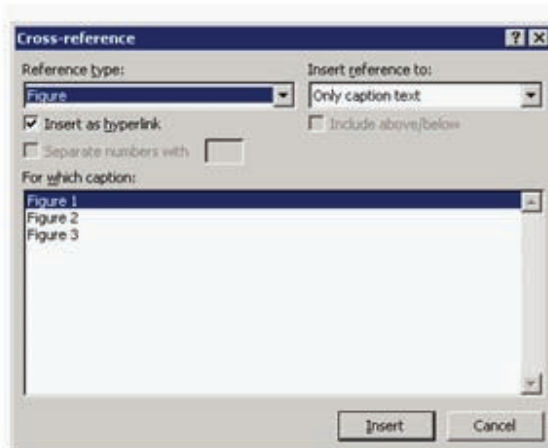
Answer:

Explanation: Cross-references refer to the items that appear in other locations in a document. A user can create cross-references to items such as headings, footnotes, bookmarks, captions, and numbered paragraphs in a document. The reference item can be changed after creating a cross-reference. For example, a user can change the reference item from a page number to a paragraph number. Take the following steps to add cross reference to a document:

1. Click on the References tab. In the Captions group, click the References button.



2. The Cross-reference dialog box opens.

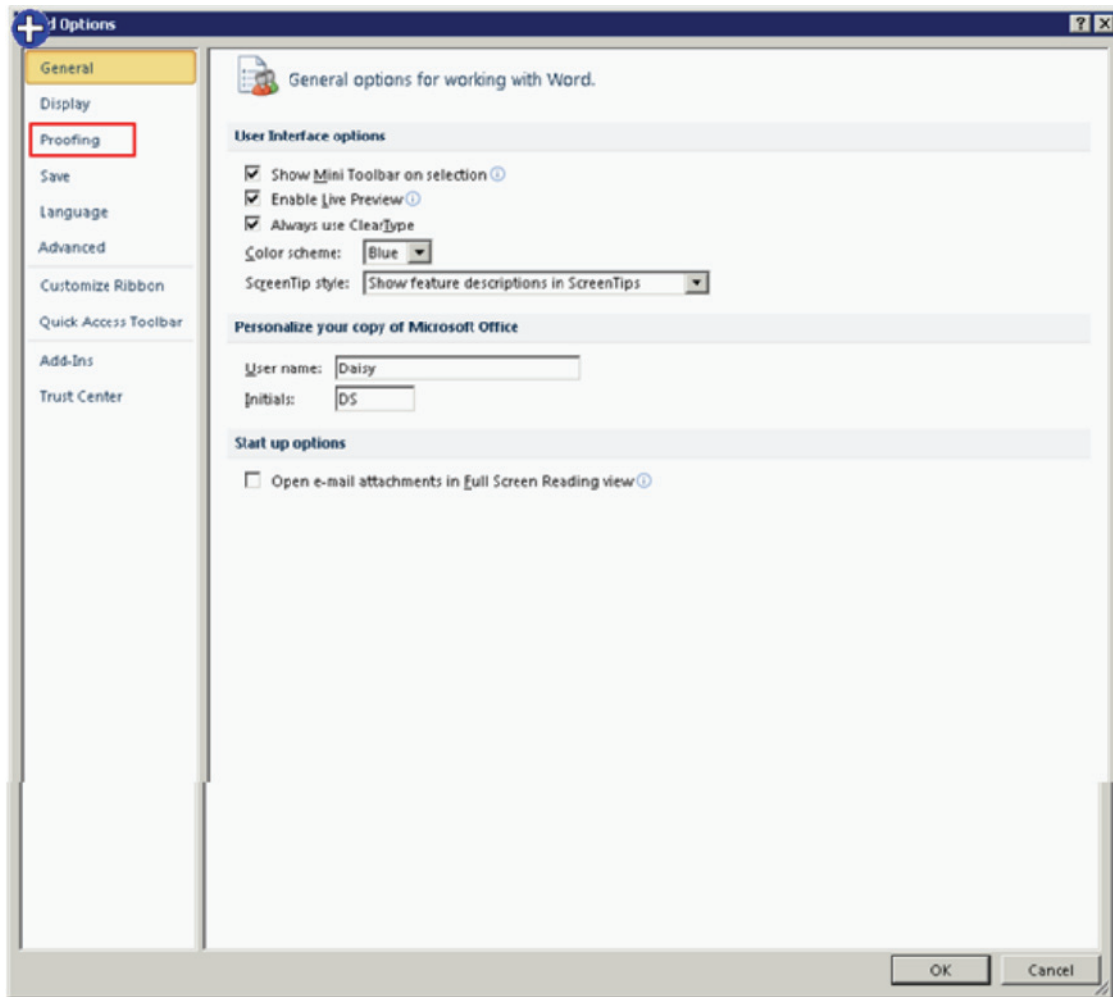


3. Specify the Reference Type and Insert reference to options. Click the OK button.



QUESTION: 13

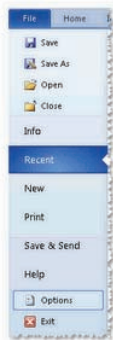
Mark the pane in the following image of the Word Options dialog box to turn on spelling and grammar check for all the documents that you are going to create from now onwards.



Answer:

Explanation: The Spelling and Grammar Checker tool is used to identify errors and to suggest alternatives for corrected text in a document. According to the Office program, the Spelling and Grammar Checker tool is located in different places on the ribbon. Take the following steps to turn on the automatic spelling and grammar checking feature:

1. Click on the File tab. Under Help, click Options.



2. The Word Options dialog box opens. Click the Proofing pane.



3. Perform the following steps to turn on or off automatic spelling checking and automatic grammar checking for the currently open document:

1. Under the Exceptions for section, click Name of currently open file.



2. Select or clear the Hide spelling errors in this document only and Hide grammar errors in this document only check boxes. Click the OK button.

Perform the following steps to turn on or off automatic spelling checking and automatic grammar checking for all documents that you create from now on:

1. Under the Exceptions for section, click All New Documents.
2. Select or clear the Hide spelling errors in this document only and Hide grammar errors in this document only check boxes. Click the OK button.



QUESTION: 14

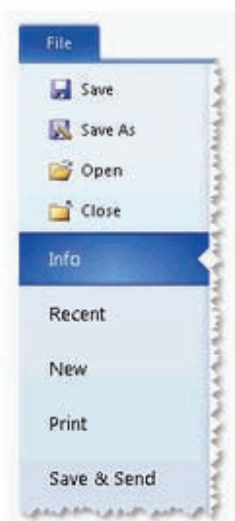
Mark the button in the following image of the Info Pane to encrypt a document with a password.



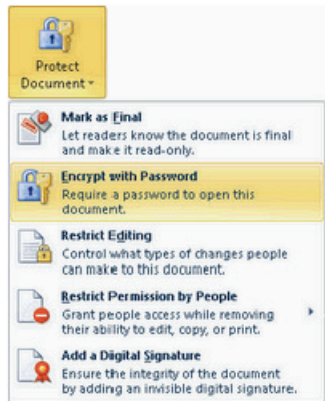
Answer:

Explanation: Take the following steps to set a password to a document:

1. Click on the File tab. Click the Info pane.



2. Click Protect Document, and then click Encrypt with Password.



3. The Encrypt Document dialog box opens, Type a password, and then click the OK button.

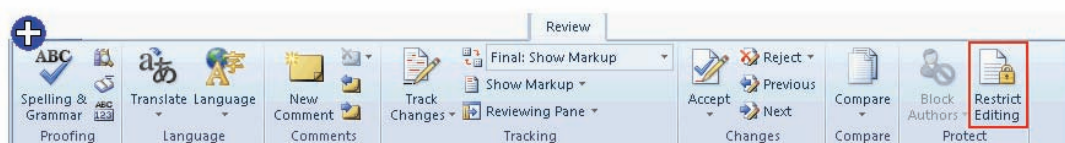


4. The Confirm Password dialog box opens. Type the password again, and then click the OK button.



QUESTION: 15

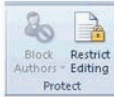
Mark the option or button in the following image of the Review tab to protect your document from formatting changes and force all changes to be tracked.



Answer:

Explanation: The Restrict Editing feature is used to protect a document from accidental change by a reviewer. It is used for applying formatting and editing restrictions. Take the following steps to restrict changes in Word 2010:

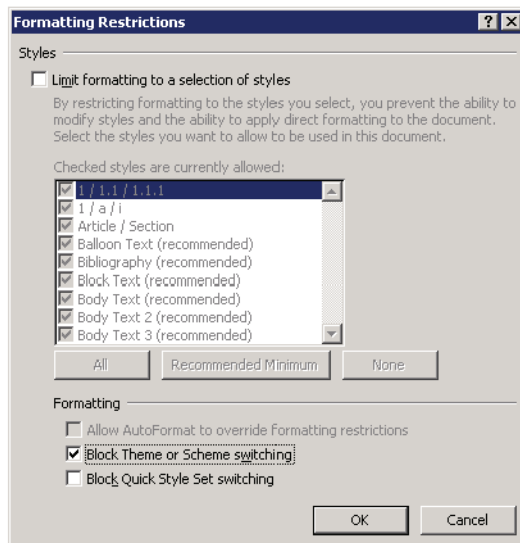
1. Click on the Review tab, and click the Restrict Editing button in the Protect group.



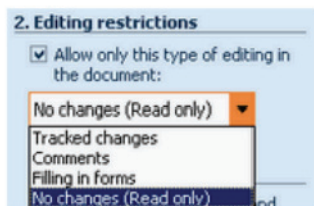
2. The Restrict Formatting and Editing pane appears.



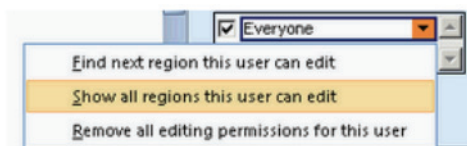
3. In the Formatting restrictions section, click the Setting link. The Formatting Restrictions dialog box opens. Specify the formatting restrictions for the document.



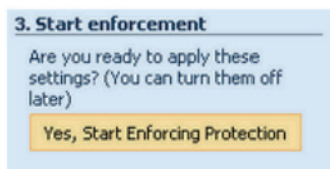
4. In the Editing Restrictions section, specify the type of editing in the document.



5. In the Exceptions section, specify the parts and users who are allowed to use the document.



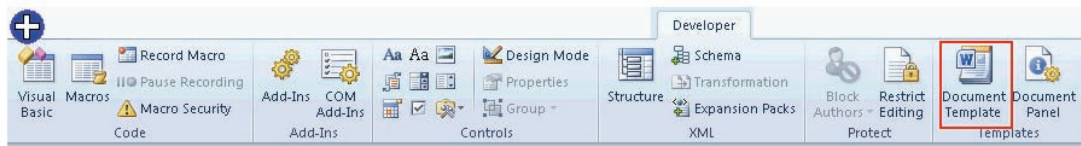
6. In the Start enforcement section, click the Yes, Start Enforcing Protection button.



7. The Start Enforcing Protection dialog box opens. Select the protection method to be applied.

QUESTION: 16

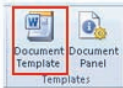
Mark the option/button in the following image of the Developer tab to apply a template to an existing document.



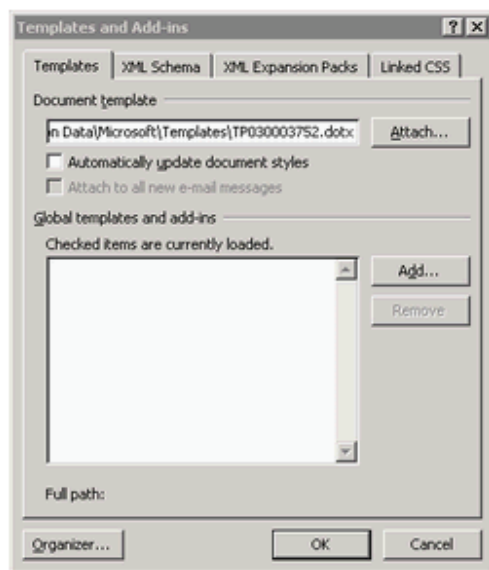
Answer:

Explanation: A template is a tool that is used to create a standard layout and the look and feel across multiple pages. A user creates a template when he wants to apply the same layout to multiple pages in a document. When he makes a change in the template, all the pages associated with it are affected and the corresponding change is reflected in all the pages. Take the following steps to apply a template to an existing document:

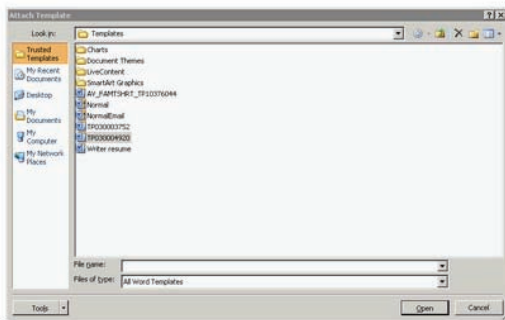
1. Click on the Developer tab. Click on the Document Template button.



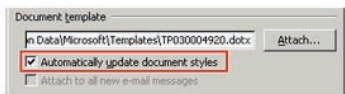
2. The Templates and Add-Ins dialog box opens. Click on the Attach button.



3. The Attach Template dialog box opens. Select the template that you want to apply to your document. Click the Open button.



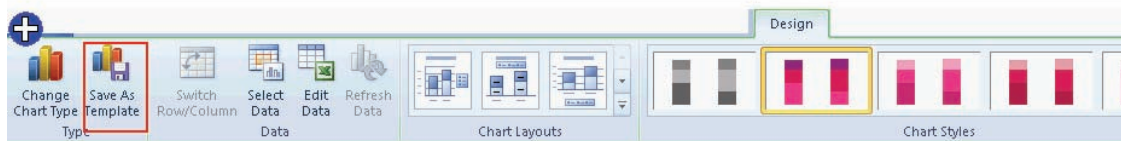
4. The name of the template you selected appears in the Document template box. Select the Automatically update document styles check box. Click the OK button.



QUESTION: 17

Question [165817] 17/30

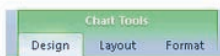
Mark the option/button in the following image of the Design tab to save a chart's formatting to provide a standard layout and uniform format across multiple charts.



Answer:

Explanation: The Save as Template button on the Design tab is used to save the format and layout of a chart. Take the following steps to save a chart as a chart template:

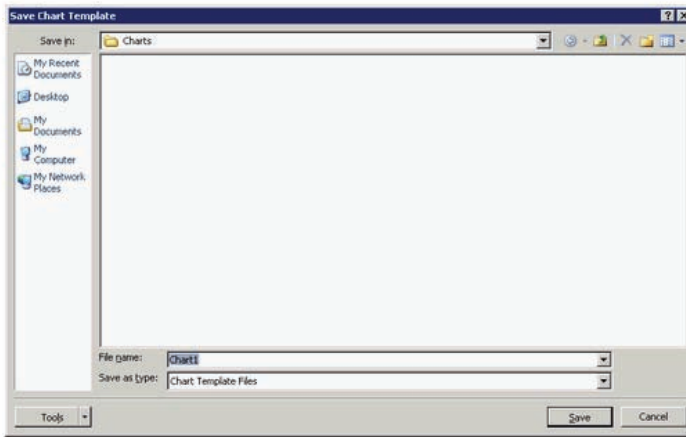
1. Click the chart that you want to save as a template. The Chart Tools tab is displayed containing the Design, Layout, and Format tabs.



2. Click on the Design tab, and click Save as Template in the Type group.



- The Save Chart Template dialog box opens. In the File name box, type a name for the template. Click the Save button.



QUESTION: 18

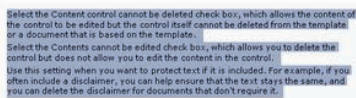
Mark the button in the following image of the Format tab to customize the text box in such a way that it allows the text box to flow text between text boxes.



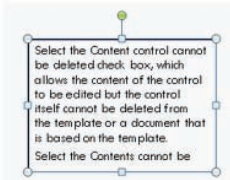
Answer:

Explanation: The text box linking feature allows a text box to flow text between text boxes. Take the following steps to link text boxes:

- Type the text you want to place in a series of text boxes. Create two or more text boxes. Copy the text.



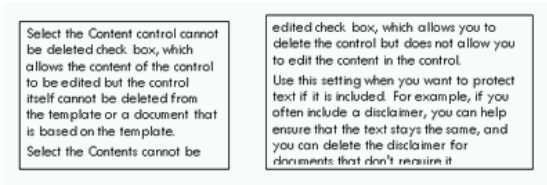
- Select the first text box and paste the text into it. The text box displays as much of the text as it can; the rest is hidden.



- Click on the Format tab. Click the Create Link button. The cursor changes to a weird-looking coffee cup.

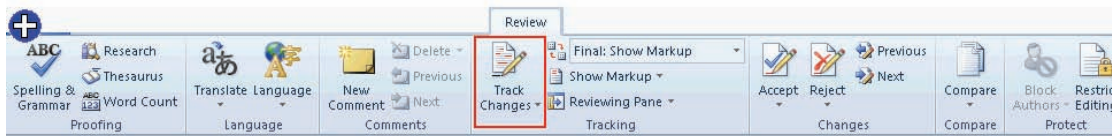


4. Click the second text box. The extra text that is overflowing in the first text box spills over into the second text box.



QUESTION: 19

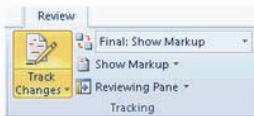
You work as an Office Assistant for uCertify Inc. You are reviewing a job application letter in Microsoft Word 2010. Now you want to send the letter to your prospective employer so that he can see the result of your editing. Mark the option that he should choose to view the changes that you have made.



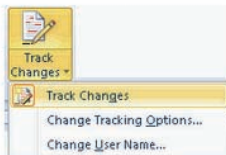
Answer:

Explanation: The Track Changes option is used to view all the changes that are done by the reviewer(s). It helps the creator of the document to view the changes like insertions, deletions, and formatting. Take the following steps to apply tracking:

1. Click on the Review tab, and click the Track Changes in the Tracking group.

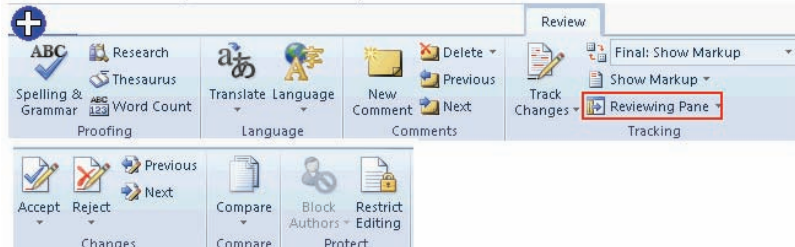


2. Select the Track Changes option from the drop-down list.



QUESTION: 20

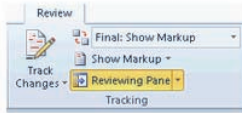
Mark the option/button in the following image of the Review tab to ensure that all tracked changes have been removed from your document and would not show up to the reviewers of your document.



Answer:

Explanation: The reviewing pane is a tool for ensuring that all tracked changes have been removed from your document. This pane provides a summary section to display the exact number of visible tracked changes and comments that remain in your document. It allows a user to read long comments that do not fit within a comment text box. Take the following steps to view the summary of track changes and comments:

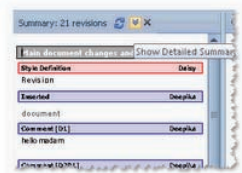
1. Click on the Review tab, and click Reviewing Pane in the Tracking group.



2. Click the arrow next to Reviewing Pane, and then click Reviewing Pane Horizontal to view the summary across the bottom of your screen instead of on the side of your screen.



3. Click Show Detailed Summary to view the number of each type of change.



QUESTION: 21

Choose and reorder the steps required to add citations for a bibliography.

Correct Answer Your Answer

Correct Steps

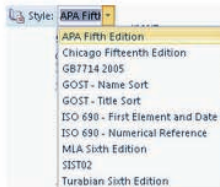
Choose from here.

- Click Insert Citation.
- Click the arrow next to Style.
- Click the style.
- Fill the bibliography information for the source.
- Click the OK button.
- Click on the References tab.
- Click the Add New Source option.
- Click at the end of the sentence or phrase that you want

Answer:

Explanation: Whenever you add a new citation to a document, it creates a new source also that will appear in the bibliography. Take the following steps to add a new citation and source to a document:

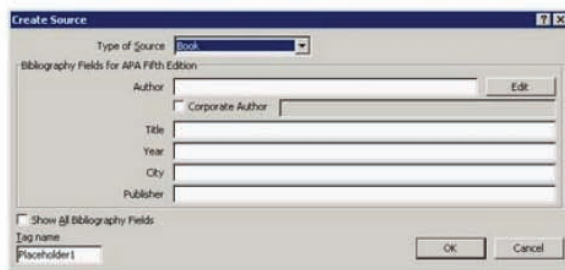
1. Click on the References tab, and click the arrow next to Style in the Citations & Bibliography group. Click the style that you want to use for the citation and source.



2. Click at the end of the sentence or phrase that you want to cite.
3. On the References tab, click Insert Citation in the Citations & Bibliography group. Click the Add New Source option.



4. The Create Source dialog box opens. Fill the bibliography information for the source. Click the OK button.



QUESTION: 22

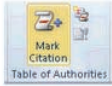
Mark the option/button in the following image of the References tab to mark an entry for a list of references in a Word document.



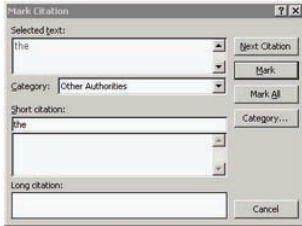
Answer:

Explanation: Table of Authorities is a list of references in a legal document, such as cases, statutes, and rules, along with the page numbers on which the references appear. Take the following steps to mark citations for table of authorities:

1. Select the first citation in your document.
2. Click on the References tab and then click Mark Citation in the Table of Authorities group.



3. The Mark Citation dialog box opens.



4. Edit the long citation in the text box. Click the category that applies to the citation in the Category box. Edit the text so that it matches the short citation that you want Word to search for in the document in the Short citation box.



5. Click the Mark button to mark a single citation. Click the Mark All button to mark all long and short citations that match those displayed in the Mark Citation dialog box.



QUESTION: 23

Choose and reorder the steps required to mark an entry for the list of terms and topics in a document.

Correct Answer	Your Answer
<p>Correct Steps</p> <div style="border: 1px solid gray; height: 100px; width: 100%;"></div>	<p>Choose from here</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Select the first Entry in your document. Type or edit the text in the Main entry box. Type the text in the Subentry box. Click on the References tab. Click Mark Entry in the Index group. Click the Mark All button. Click the Mark Citation button. Click the Mark button.</p> </div>

Answer:

Explanation: An index is a list of words arranged alphabetically at the end of a book. An index helps a reader find information quickly and easily. The words in the index are given along with the page numbers where they occur to help the reader quickly go to the desired word. Take the following steps to mark entries for an index:

1. Select the first Entry in your document.
2. Click on the References tab, and then click Mark Entry in the Index group.



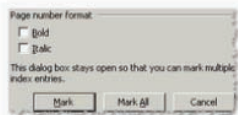
3. The Mark Index Entry dialog box opens.



4. Type or edit the text in the Main entry box. Type the text in the Subentry box if you want to create a subentry.



5. Click the Mark button to mark a single Entry. Click the Mark All button to mark all entries that match those displayed in the Mark Index Entry dialog box.



QUESTION: 24

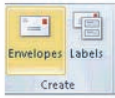
Mark the option/button in the following image of the Mailings tab to verify the printing options of an email.



Answer:

Explanation: The Envelopes button on the Mailings tab is used to verify the printing options of an envelope. Take the following steps to verify printing options:

1. Click on the Mailings tab, and then click Envelopes in the Create group.



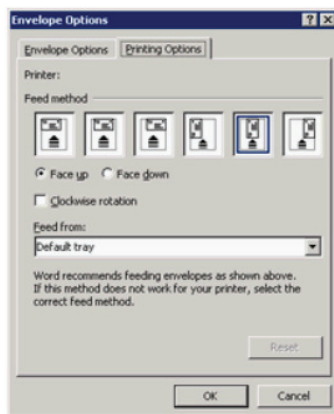
2. Click Options.



3. Click the Envelope Options tab. Click the choice that matches the size of your envelope in the Envelope size box.



4. Click the Printing Options tab. Load the envelope as indicated in the dialog box. Click the OK button.



5. Click Print to print the envelope and type some test text in the Delivery address box.
6. Verify that the envelope is printed correctly.

QUESTION: 25

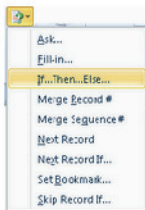
Mark the option in the following image of the Mailings tab to add the decision-making ability to the mail merge so that it skips a record if the title of the record is named as "Reference".



Answer:

Explanation: The Rules button allows a user to add the decision-making ability to mail merge. Take the following steps to add a merging rule to a document:

1. Click on the Mailing tab. Start the mail merge process.
2. Click on the "Rules" button. Choose the field name you would like to examine such as the If...Then...Else option.



3. The Insert Word field dialog box opens. Specify the information to be applied. Click the OK button.



QUESTION: 26

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: Encrypt the document.
- B: Inspect the document.
- C: Mark the document as final.
- D: Restrict the permission for the document.

Answer:

QUESTION: 27

John works in an office and he is assigned with the task of preparing a report. He inserts a table in the report. He wants to apply different formatting to even columns of the table. Which of the following will he use to accomplish the task?

- A: Banded Rows
- B: Banded Columns
- C: Last Column
- D: Total Row

Answer:

Explanation: Answer option B is correct.

Banded Columns option is used to display different formatting for even columns of the table.

Answer option A is incorrect. Banded Rows option is used to display different formatting for even rows of the table.

Answer option D is incorrect. Total Row option is used to display special formatting for the last row of the table.

Answer option C is incorrect. Last Column option is used to display special formatting for the last column of the table.

QUESTION: 28

Arrange the steps to add a Style to the Quick Styles gallery in the correct order.

Correct Answer Your Answer

Correct Steps

Choose from here

Click "Save selection as a New Quick Style".
Right-click the selection and point to Styles.
Apply the formatting.
Give a name for the Style.
Select the text.

Answer:

Explanation: The steps to add a Style to the Quick Styles gallery are as follows:

1. Select the text.
2. Apply the formatting.
3. Right-click the selection and point to Styles.
4. Click "Save selection as a New Quick Style".
5. Give a name for the Style.

QUESTION: 29

You work in an office and you are assigned with the task of preparing a report. There are some numerical data in the report. How will you represent the numerical data in the report?

- A: Write data using tabs.
- B: Write data in columns.
- C: *Make a table.*
- D: Make a chart.

Answer:

Explanation: Answer option C is correct.

A table is the collection of information arranged in rows and columns. Each intersection of a row and a column is known as a cell. A table is useful in representing numerical data.

Answer option D is incorrect. A chart is used to show numeric data graphically. It is often used to represent the relationship between different parts of data. It also helps in understanding the large quantity of data easily.

Answer option B is incorrect. Columns are used to divide the text to make it more readable. It is used for writing articles as written in a newspaper.

Answer option A is incorrect. Writing data using tabs will not look presentable.

QUESTION: 30

Sam works in an office and he is preparing an important document. The document has to be sent to the head office. What will Sam do to ensure the integrity of the document?

- A: Use Document Inspector.
- B: Mark the document as final.
- C: *Add a digital signature.*
- D: Encrypt the document.

Answer:

Explanation: Answer option C is correct.

Digital signature is used to verify the source of the document. It is used to determine whether a document is likely to contain malicious elements.

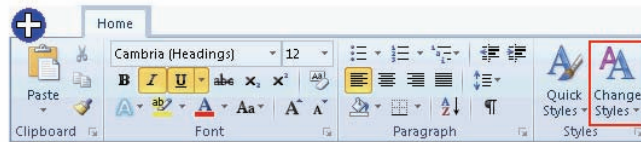
Answer option D is incorrect. It is used to protect the document using encryption.

Answer option A is incorrect. Document Inspector is used to remove the hidden data and personal information from the documents.

Answer option B is incorrect. Marking the document as final will make it read-only.

QUESTION: 31

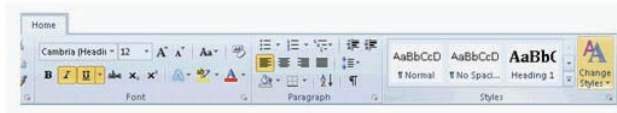
You work as an Office Assistant for BlueSoft Inc. You use Microsoft Word 2010 for official work. You have created a document and have applied Word 2003 style spacing to your document so that it looks familiar with your Word document data. Now you want to set the current font and paragraph attribute as the default attribute for all new documents. You click on the Home tab. Mark the button on which you will click to accomplish the task.



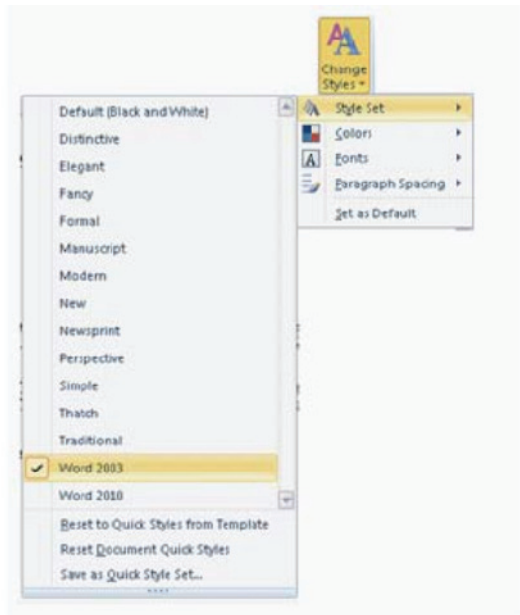
Answer:

Explanation: A user can set the current font and paragraph attribute as the default attribute for all new documents by using the Change Styles button in the Style group. Take the following steps to set default style to single-spacing for all new documents:

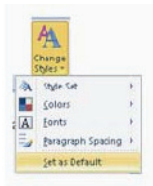
1. Click on the Home tab. In the Styles group, click the Change Styles button.



2. Point to the Style Set, and click Word 2003.



3. In the Styles group, click Change Styles, and then click Set as Default.



Note: To return to the custom default setting, click the Change Styles button in the Styles group. Point to Style Set, and then click Reset to Quick Styles from Template.

QUESTION: 32

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

Answer:

Explanation: Answer option B is correct.

You will encrypt the document. The encrypted documents require a password to open.

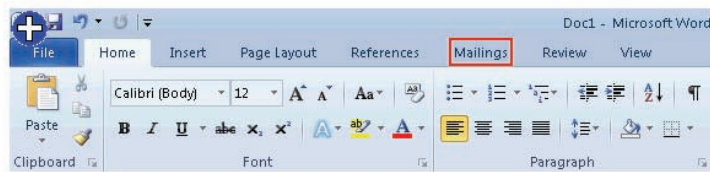
Answer option C is incorrect. The tool for inspecting the document is Document Inspector. It is used to remove the hidden data and personal information from the documents.

Answer option A is incorrect. A digital signature is used to verify the source of the document. It is used to determine whether a document is likely to contain the malicious elements.

Answer option D is incorrect. Marking the document as final will make it read-only. It will not protect it with the help of a password.

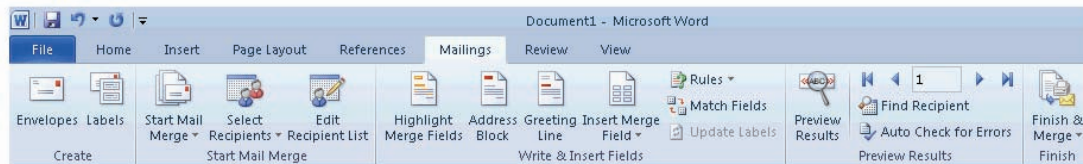
QUESTION: 33

You work as an Office Assistant for BlueSoft Inc. You use Microsoft Word 2010 for the official work. You have typed a letter in it. You need to send the letter to twenty people. You decide to use the mail merge feature of Microsoft Word. Mark the tab on which you will click to use the mail merge feature.



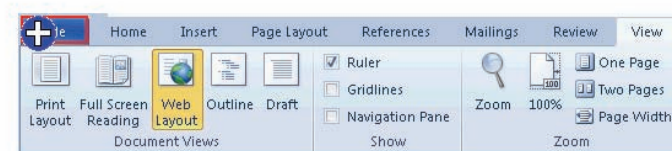
Answer:

Explanation: The Mailings tab is used to perform mail merge.



QUESTION: 34

In Microsoft Word 2010, the Microsoft Office Backstage view helps a user to manage files and the data about them. It also helps in creating, saving, inspecting hidden metadata or personal information, and setting options. Mark the option/button in the following image that will open the Microsoft Office Backstage view.



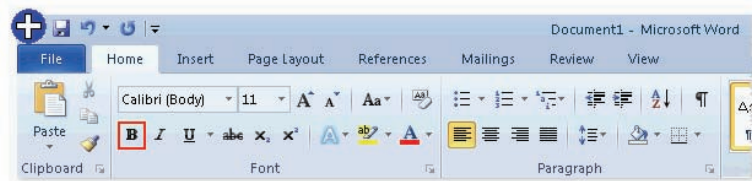
Answer:

Explanation: The Microsoft Office Backstage view helps a user to manage files and the data about them. This view helps in creating, saving, inspecting hidden metadata or personal information, and setting options. When a user clicks on the File tab, this view opens. It helps a user in everything that he wants do to a file or that he does not do in the file. This view replaces the Microsoft Office Button and File menu used in the earlier releases of Microsoft Office. The File tab is the colored tab located in the upper-left corner of Microsoft Office 2010 programs.



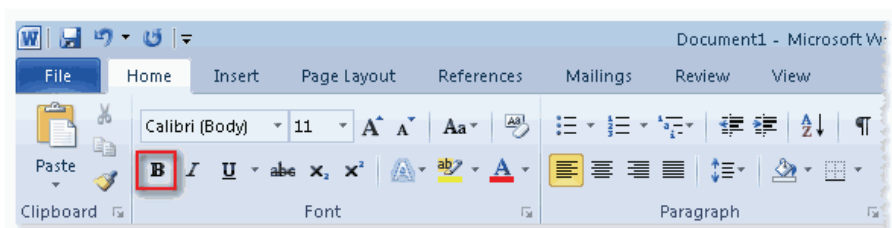
QUESTION: 35

John types a document, and he wants to make the selected text bold. Mark the icon that he should choose to accomplish the task.



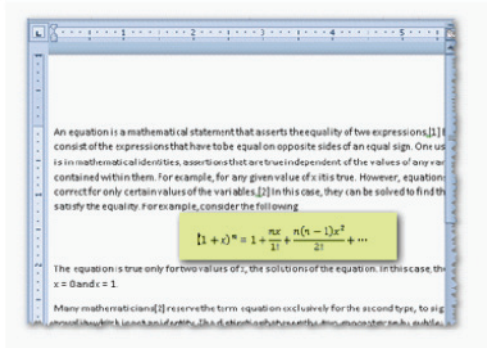
Answer:

Explanation: The Bold icon is used to make the selected text bold.



QUESTION: 36

You are preparing a document in Microsoft Word 2010. The document is explaining the concept of mathematical series. You want to insert $(1+x)^n = 1 + \frac{nx}{1!} + \frac{n(n-1)x^2}{2!} + \dots$ i.e., expansion of sum in the document as shown in the following image:



Choose and reorder the steps that you will perform to add the expansion of sum to the document.

Choose and reorder the steps that you will perform to add the expansion of sum to the document.

Correct Answer Your Answer

Correct Steps

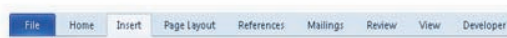
Choose from here

- Click on the View tab.
- Click the Equation drop-down list.
- Click on the Drop Cap button.
- Select the option to be applied.
- Click on the References tab.
- Click on the Quick Parts button.
- Click the Symbol drop-down list.
- Click on the Insert tab.

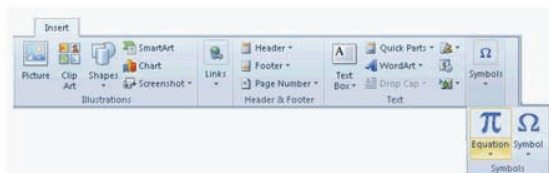
Answer:

Explanation: You can use Unicode character codes and Math AutoCorrect entries to replace text with symbols and write an equation. Microsoft Word 2010 provides built-in support for writing and editing equations. Word itself converts equations into a professionally formatted equation whenever an equation is typed. Take the following steps to insert an equation:

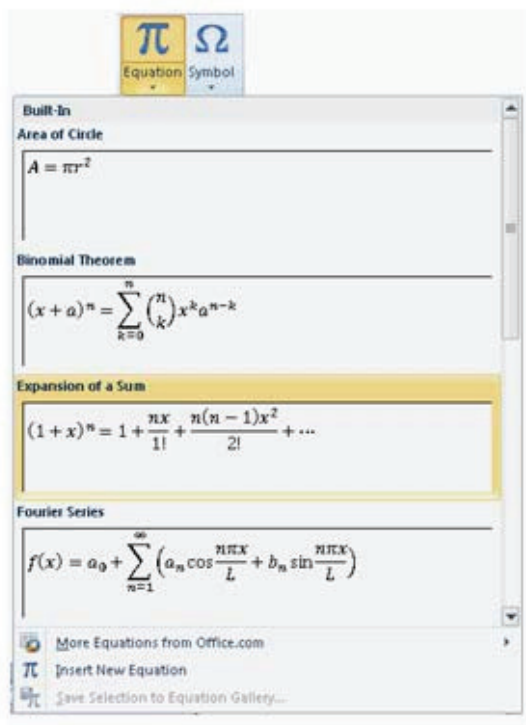
1. Click on the Insert tab.



2. In the Symbols group, click the arrow next to Equation.

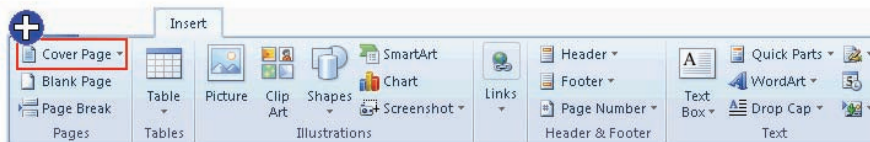


3. Click the equation that you want to insert, or click Insert New Equation to type an equation.



QUESTION: 37

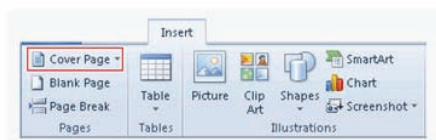
You are preparing a document in Microsoft Word 2010. The Word document is detailing the sales of the company. You want that the first page of the document uses the Contrast built-in format for the title, author's name, and author's address. Mark the option/button in the following image of the Insert tab to accomplish the task.



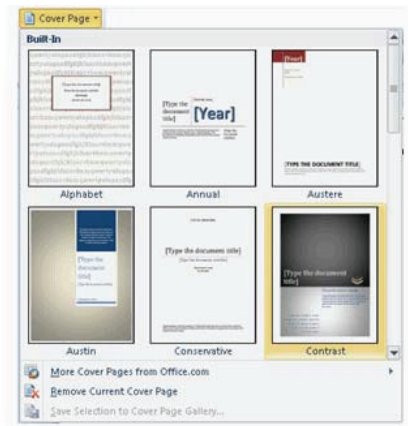
Answer:

Explanation: In Microsoft Word 2010, a gallery of convenient predesigned cover pages is available that you can use as a cover page. Take the following steps to add a cover page:

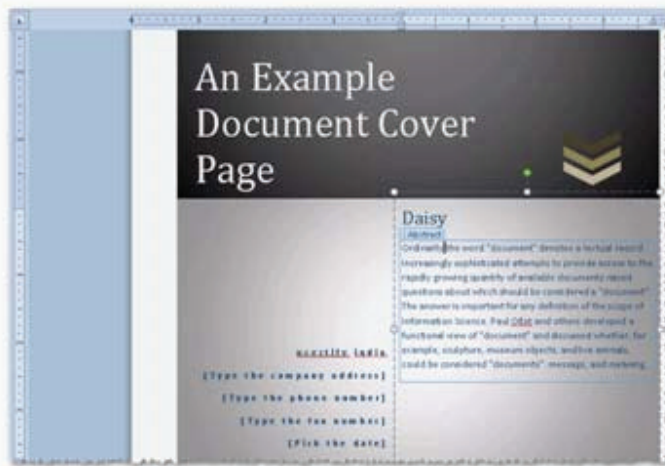
1. Click on the Insert tab. In the Pages group, click the Cover Page drop-down list.



2. Select a cover page layout from the gallery of options.



3. You can replace the sample text with your own text by selecting an area of the cover page, such as the title, and typing your text after inserting the cover page.



QUESTION: 38

Which of the following styles determines the look of most of the text in a document, but does not include formatting effects such as line spacing, text alignment, indentation, and tab stops?

- A: Paragraph style
- B: Table style
- C: Linked style
- D: Character style

Answer:

Explanation: Answer option D is correct.

Character styles are used to determine the look of the text in a document. These styles are marked with the character symbol: a. A user can apply the style to the entire word by clicking anywhere on it. A character style contains formatting characteristics that can be applied to text, such as the font name, size, color, bold, italic, underline, borders, and shading. It does not include formatting that affects paragraph characteristics, such as line spacing, text alignment, indentation, and tab stops. Word provides several built-in character styles, such as Emphasis, Subtle Emphasis, and Intense Emphasis.

Answer option A is incorrect. The paragraph style includes everything that a character style contains, but it also controls all aspects of a paragraph's appearance, such as text alignment, tab stops, line spacing, and borders.

Answer option C is incorrect. The linked styles are a combination of character styles or paragraph styles.

Answer option B is incorrect. The table styles determine the look of tables, including characteristics, such as the text formatting of the header row, gridlines, and accent colors for rows and columns.

QUESTION: 39

Choose and reorder the steps required to add fields to a form.

Correct Steps

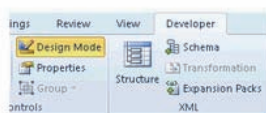
Choose from here

- Click on the Controls you want to insert.
- Click the Insert button.
- Click on the Review tab.
- Click where you want to insert a control.
- Click Design Mode in the Controls group.
- Click on the Developer tab.
- Click on the Controls tab.

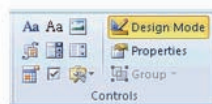
Answer:

Explanation: A user can add a desired field to a form by using the Developer tab. Take the following steps to add fields to a form:

1. Click on the Developer tab, and click Design Mode in the Controls group.



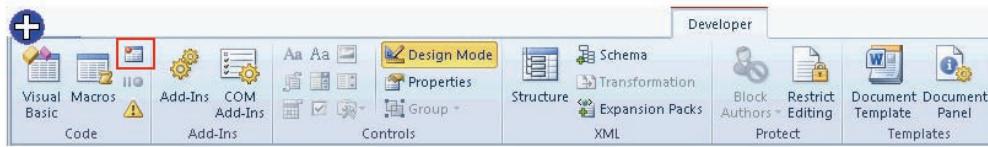
2. Click where you want to insert a control. Do any of the following:



- Insert a text control to enter text.
- Insert a text fill-in field.
- Insert a drop-down list to restrict available choices to those you specify.
- Insert a check box.

QUESTION: 40

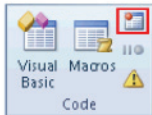
Mark the option/button in the following image of the Developer tab on which you will click to start recording a macro.



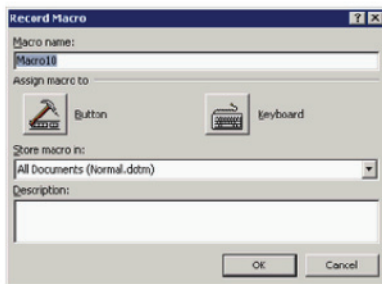
Answer:

Explanation: A macro is a tool that is used to record the steps to perform a particular task. It is a set of tasks that can be performed by clicking a Quick Access toolbar button, pressing a shortcut key, or by selecting the macro from a list. In Word 2010, a user can include any command in Microsoft Word. A user can use Visual Basic for Applications (VBA) to create or edit a macro. VBA is a macro-language version of Microsoft Visual Basic, which is used to program Microsoft Windows-based applications. Take the following steps to record a macro:

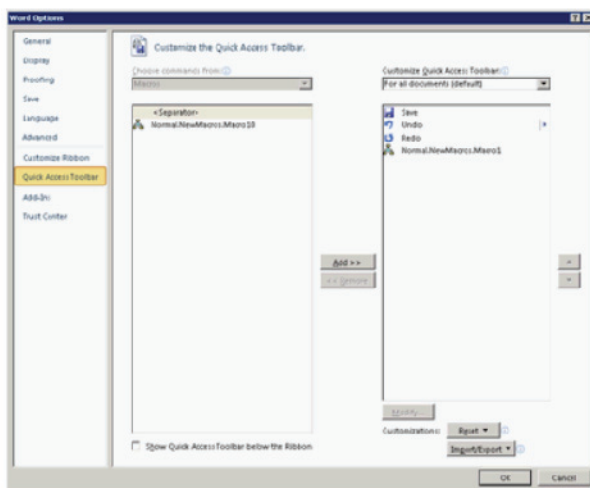
1. On the Developer tab, click Record Macro in the Code group.



2. The Record Macro dialog box opens. Click the Button button or Keyboard button to assign a macro.



Click Button in the Record Macro dialog box to assign a button to the macro from the Customize Quick Access Toolbar.



Click Keyboard in the Record Macro dialog box to assign a short cut key combination for the macro.

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