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## 學習資料

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**Exam** : **77-601**

**Title** : MOS: Using Microsoft Office  
Word 2007

**Version** : Demo

1.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. Encrypt the document.
- C. Add a digital signature.
- D. Mark the document as final.

**Answer: C**

2.Sam works as a Marketing Executive for TechPerfect Inc. The company has recently launched a new product. The company asks Sam to send information of the new product to all its existing customers. What will Sam do to accomplish the task.? P

- A. Use a template.
- B. Use a Quick Style.
- C. Use building blocks.
- D. Use Mail Merge.

**Answer: D**

3.You are working in an office and you are assigned with the task of typing some document. At certain places in the document, the logo and the address of the company is to be used. What will you do to ease the task of applying the logo and the address at various places?

- A. Create a building block and apply where necessary.
- B. Create a theme.
- C. Create a template.
- D. Copy and paste the logo and the address.

**Answer: A**

4.You are typing a document and you want that the date of creation of the document should appear on the top of each page. What will you do to accomplish the task?

- A. Type the date on top of each page.
- B. Create a template.
- C. Create a footer.
- D. Create a header.

**Answer: D**

5.John works in an office and he assigned with the task of typing a document. He wants to include some images in the document. What he should do so that the text automatically adjusts around the image?

- A. Use word wrap.
- B. Use SmartArt.
- C. Use text wrapping.
- D. Use text alignment.

**Answer: C**

6.John makes a picture and he wants the picture to be inserted at certain places in the document. What will he do to accomplish the task?

- A. Copy and paste the picture at desired places.
- B. Save the picture in a file and insert it where necessary.
- C. Save the picture as building block and insert it where necessary.
- D. Save picture as SmartArt and use it where necessary.

**Answer: C**

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

**Answer: B**

8.You work in an office and you are assigned with the task of preparing a document with some pictures. Size of the document is very large due to the inclusion of the pictures. What will you do to reduce the size of the pictures?

- A. Compress the pictures.
- B. Make the pictures smaller in size.
- C. Use AutoCorrect feature.
- D. Restrict the permission.

**Answer: A**

9.Sam works in an office and he is assigned with the task of preparing a document. He inserts a picture in the document. Now he wants to change the height and width of the picture. Which of the following groups will he choose to accomplish the task?

- A. Size
- B. Adjust
- C. Picture Styles
- D. Arrange

**Answer: A**

10.Fill in the blank with the appropriate Answer The Font dialog box can be launched by pressing the keys.

**Answer: Ctrl+D**

11.Steve works as an Office Assistant for BlueTech Inc. He is assigned with the task of reviewing a lengthy document. He wants to have an overview of the document, so he decided to navigate the document through its structural view. Which of the following actions will he take to accomplish the task?

- A. Open the document map.
- B. Open the thumbnail pane.
- C. Navigate by pressing arrow keys.
- D. Navigate using the scrollbars.

**Answer: A**

12.You review a document and you want to add some suggestions to a part of the document. What will you do to accomplish the task?

- A. Insert a comment.
- B. Insert a caption.
- C. Enable Track Changes.
- D. Insert a footer.

**Answer: A**

13.Sam works in an office and he is assigned with the task of typing a document. He wants to change the line spacing of the document to Double. What should he do to accomplish the task?

- A. Use Indentation.
- B. Use Template.
- C. Use Line Spacing option.
- D. Press Enter key twice between the lines.

**Answer: C**

14.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.

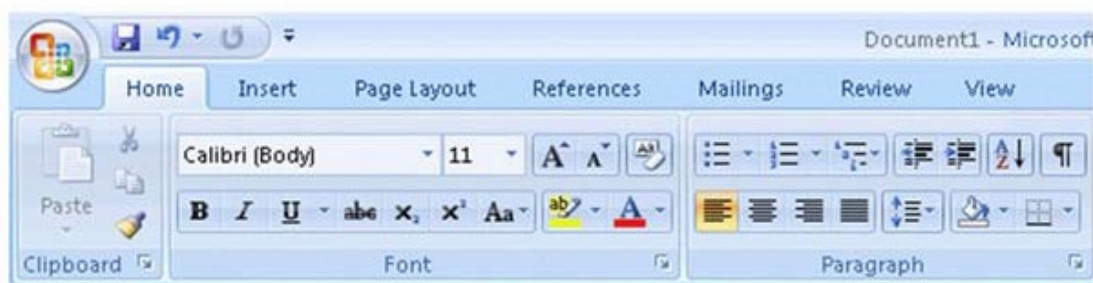
What will you do to give the reference for the words on the same page?

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

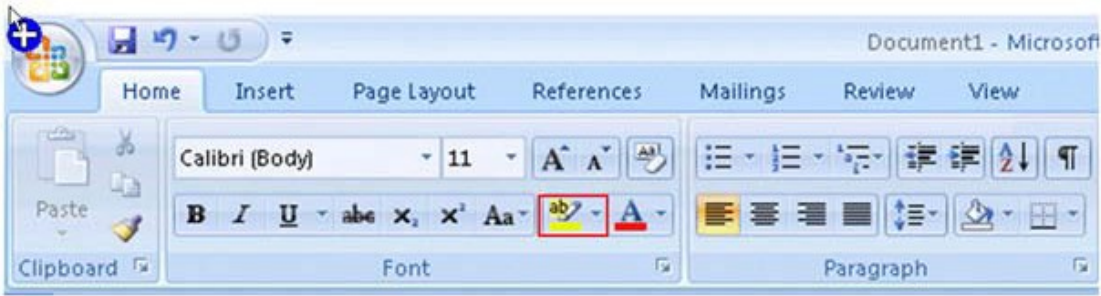
**Answer: D**

15.John types a document and he wants to highlight the selected text. Mark the icon that he should choose to accomplish the task.

Click on the correct spot in the image. Doing so will place the target icon at the clicked spot.



**Answer:**



16. John works in an office and he is assigned with the task of preparing a document. He inserts a picture in the document. He wants to apply reflection to the picture, as shown in the figure. Which of the following will he choose to accomplish the task?

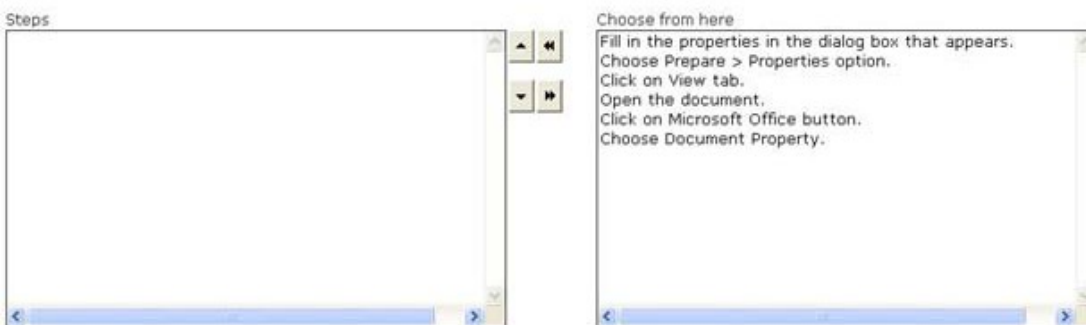


- A. The Picture Effects
- B. The Reset Picture
- C. The Picture Shape
- D. The Change Picture

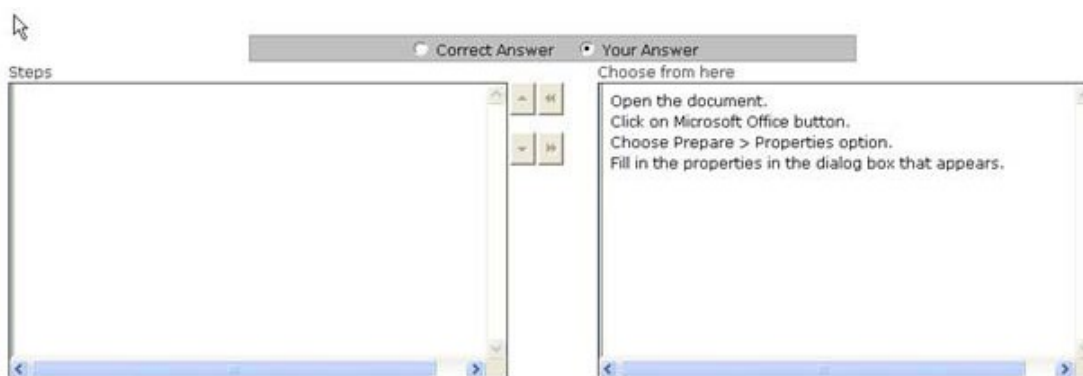
**Answer: A**

17. Arrange the steps to modify document property in the correct order.

Select an item from the right pane. Click ◀ button to move the selected item to the left pane. Click ▶ button to move the item back to the right pane. Click ▲ and ▼ buttons to sort the list, if required.



**Answer:**



18. John works in an office and he is assigned with the task of preparing a document. He inserts a shape in the document. He wants to change the style of the shape to Horizontal Gradient-Accent 6, as shown in the figure. Which of the following groups will he choose to accomplish the task?

- A. Size
- B. 3-D Effects
- C. Shape Styles
- D. Arrange

**Answer: C**





19. You work as an Office Assistant for BlueSoft Inc. You use Microsoft Word 2007 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 Web Options dialog box, in the "Password to open" or "Password to modify" box, type a password.
- B. Click the Tools button, and select Save Options.
- C. In the General Options dialog box, in the "Password to open" or "Password to modify" box, type a password.
- D. Click the Tools button, and select General Options.
- E. Click the Tools button, and select Web Options.
- F. In the Save Options dialog box, in the "Password to open" or "Password to modify" box, type a password.
- G. Open the Save As dialog box.

**Answer: GDC**

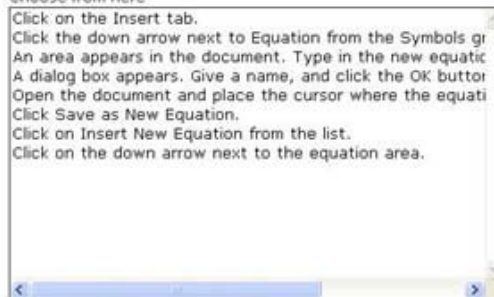
20. Arrange the steps in the correct order to save the newly created mathematical equation.

Select an item from the right pane. Click  button to move the selected item to the left pane. Click  button to move the item back to the right pane. Click  and  buttons to sort the list, if required.

Correct steps



Choose from here



## Answer:

Correct Answer  Your Answer

Correct steps



Choose from here

