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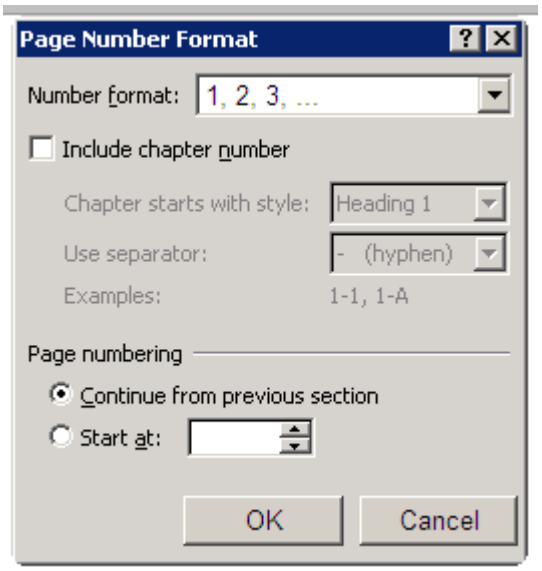
Exam : **77-881**

Title : Word 2010

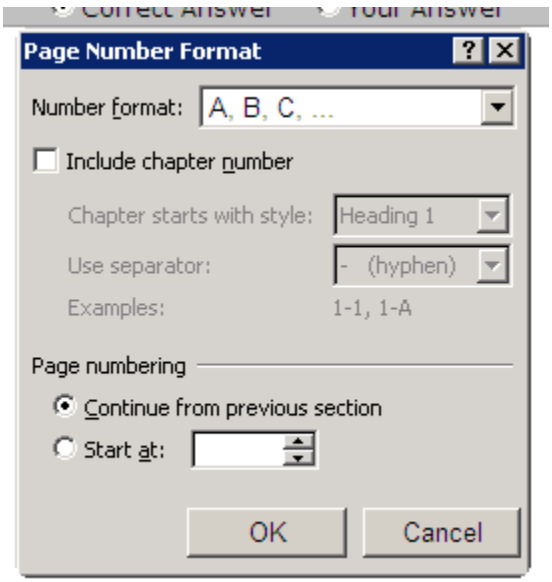
Version : Demo

1.You type a document and you want to insert header from third page. Which of the following technique will you use to accomplish the task?
A. Go to the third page and insert header.
B. Use a Quick Style.
C. Use page break.
D. Use section break.
Answer: D

2.John has created a document in Microsoft Word 2010. He wants to start the page numbering of the document from 'A'. He opens the Page Number Format dialog box to do the setting. What action should he perform in the dialog box to accomplish the task.?



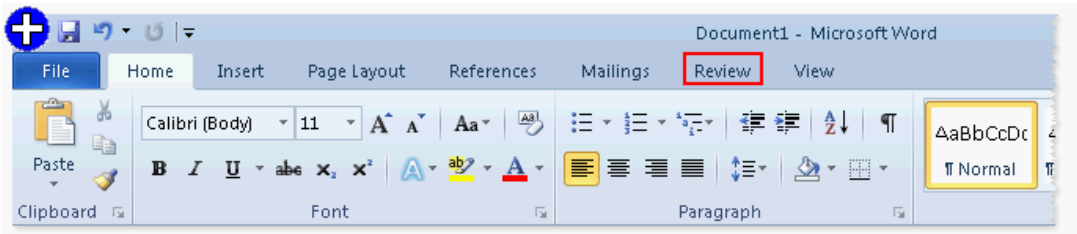
A.



Answer: A

3.You work as an Office Assistant for BlueSoft Inc. You use Microsoft Word 2010 for creating documents. You need to insert comment in a document. Mark the tab that contains the option for inserting comment.

A



Answer: A

4.John prepares a document. He inserts some tables in it. In one table, John wants to divide a cell into two rows and four columns. What should he do to accomplish the task?
A. Use the Split Cells option.
B. Use the Merge Cells option.
C. Draw lines in the cell to divide it.
D. Use the Split Table option.
Answer: A

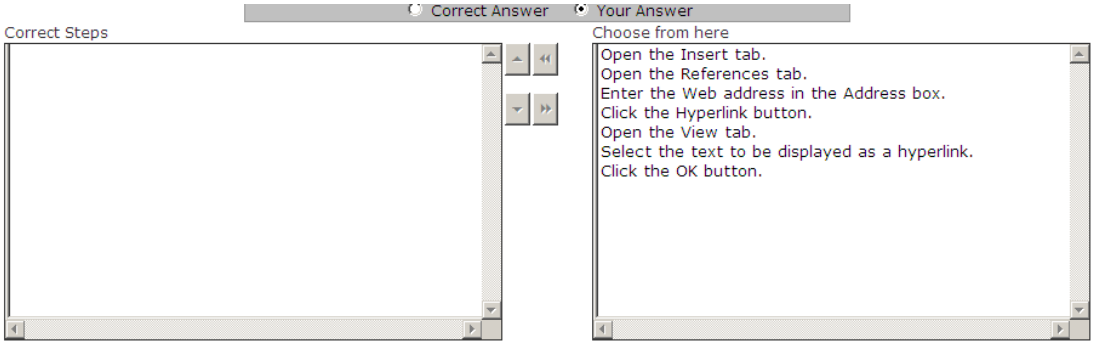
5.Sam works in an office and he is assigned with the task of preparing a document. He uses Microsoft Word 2010 for creating documents. He inserts a picture in the document. He wants to apply sepia tone to the picture. Which of the following will he choose on the Format tab to accomplish the task?
A. Change Picture
B. Color
C. Picture Effects
D. Reset Picture
Answer: B

6.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. Type the reference at the end of the page.
B. Create footnote.
C. Create header.
D. Create footer.
Answer: B

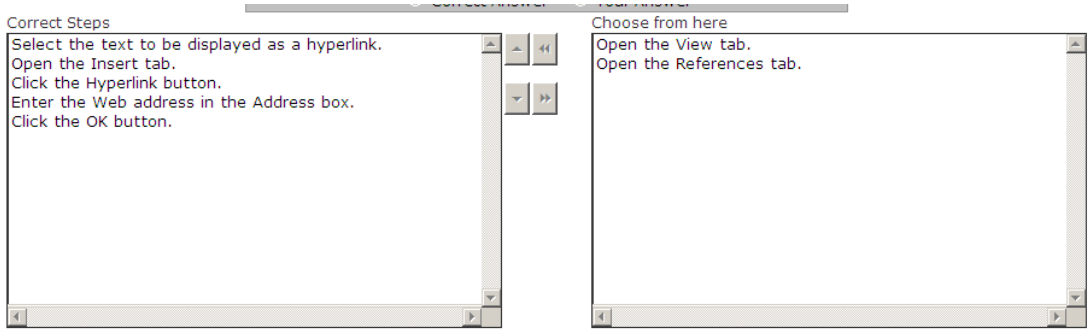
7.You review a document and you want to add some suggestions to a part of the document. What will you do to accomplish the task?
A. Insert a footer.
B. Enable Track Changes.
C. Insert a caption.
D. Insert a comment.
Answer: D

8.You work in an office and you are assigned with the task of typing a document. In the document, some words have the same type of formatting. What will you do to ease the task of applying the same type of formatting to different words?
A. Create a Quick Style.
B. Create a template.
C. Select all the words together and apply the formatting.
D. Create a theme.
Answer: A

9.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 it. Choose and reorder the steps you will take to accomplish the task.

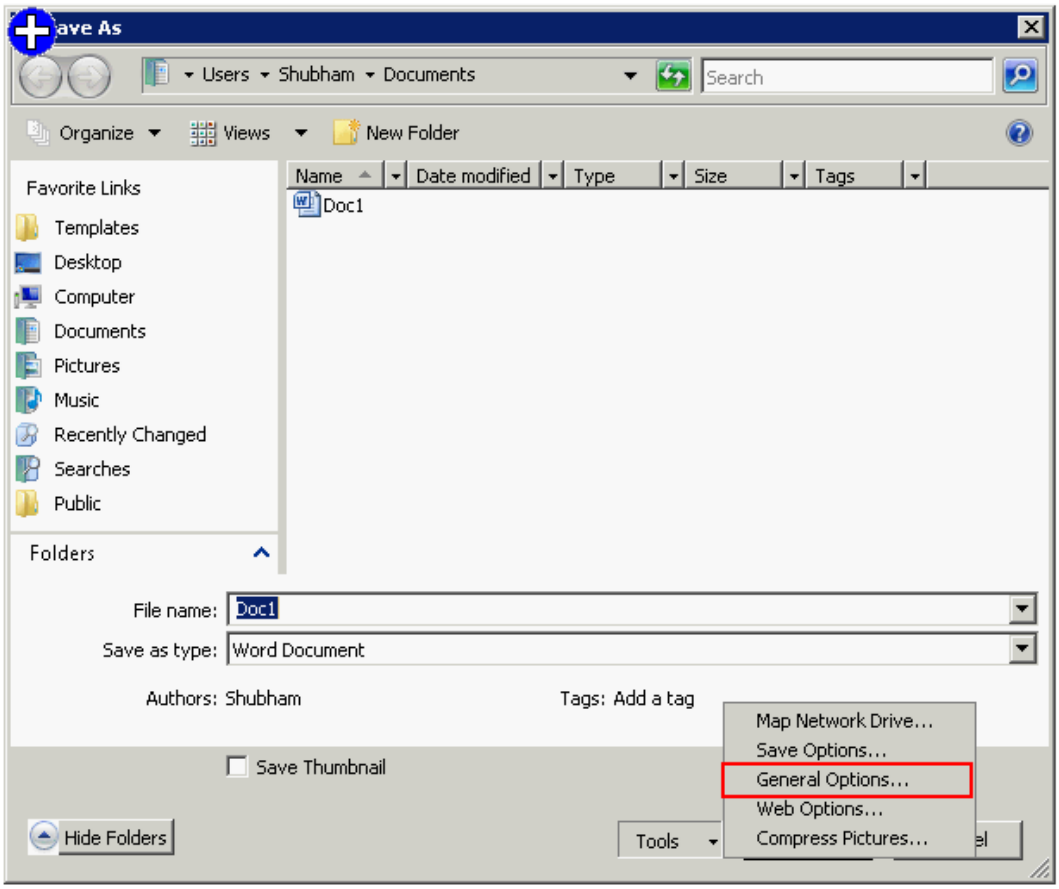


A.



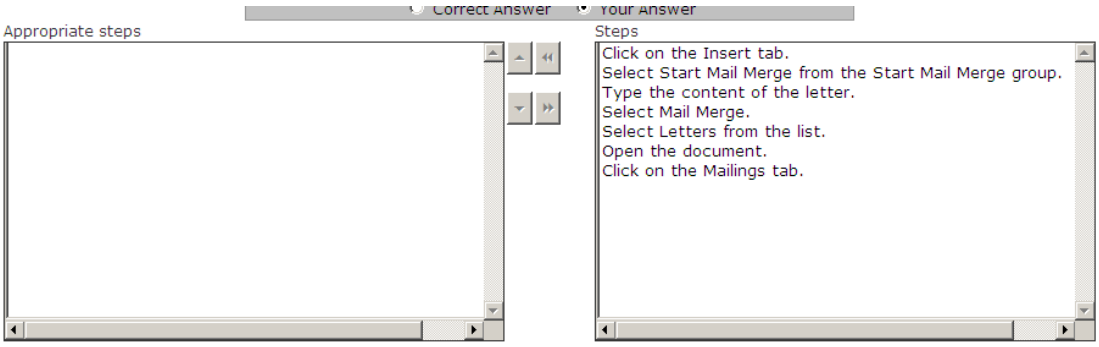
Answer: A

10.You work as an Office Assistant for TechWorld Inc. You use Microsoft Word 2010 for creating documents. You have recently created a document for the sales of your company. You need to set a password for opening the document. You open the Save As dialog box and click the Tools button to display a menu. Mark the menu item on which you will click to set a password for the document.
A.

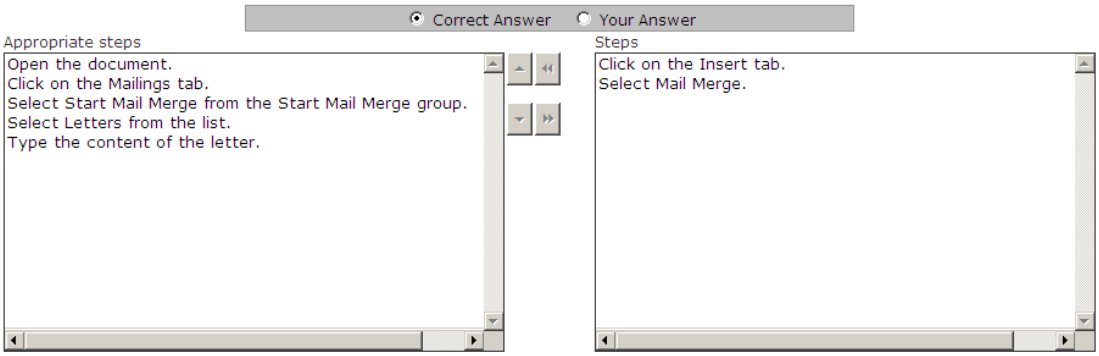


Answer: A

11.Arrange the steps to create a form letter in the correct order.



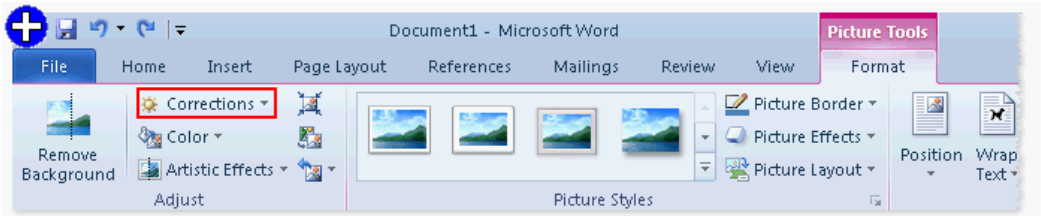
A.



Answer: A

12.John wants to send letters to invite his fifty friends on his birthday party. What will he do to ease the task of creating fifty letters?
A. Use a Quick Style.
B. Use Mail Merge.
C. Use building blocks.
D. Use a template.
Answer: B

13.You work as an Office Assistant for BlueSoft Inc. You use Microsoft Word 2010 for the official work. You have prepared a document and inserted a picture in it. You need to increase the brightness of the picture. You open the Format tab. Mark the button on which you will click to accomplish the task.
A.



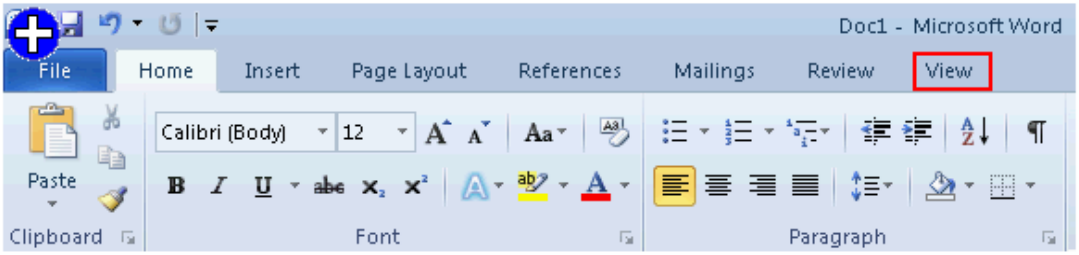
Answer: A

14.You work as an Office Assistant for BlueSoft Inc. You have created a document in Microsoft Office Word. You need to view the document as it will appear on the printed page. Which of the following views will you use to accomplish the task?
A. Web Layout
B. Draft
C. Print Layout
D. Full Screen Reading
Answer: C

15.work as an Office Assistant for BlueSoft Inc. You use Microsoft Word 2010 for creating documents. You need to change the zoom level of the document. Mark the tab on which you will click to

accomplish the task.

A.



Answer: A

16.Sam prepares a document. He inserts some tables in it. In one table, Sam wants to combine four cells into a single cell. What should he do to accomplish the task?

A. Use Banded Columns option.

B. Use Merge Cells option.

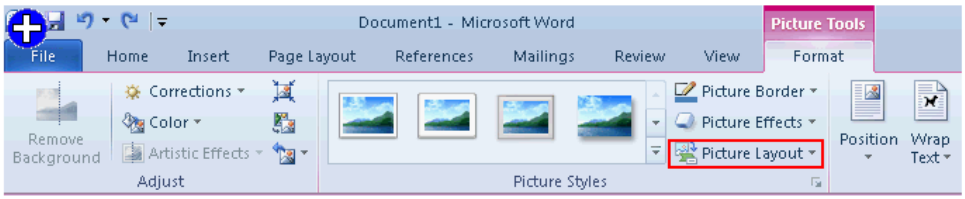
C. Use Split Cells option.

D. Use Split Table option.

Answer: B

17.You work as an Office Assistant for BlueSoft Inc. You use Microsoft Word 2010 for the official work. You have inserted a picture in a document. You need to convert the picture into a SmartArt graphic. You open the Format tab. Mark the option that you will use to accomplish the task.

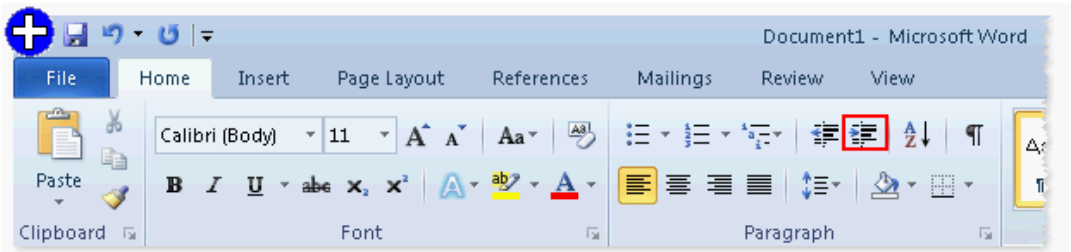
A.



Answer: A

18.has created a document in Microsoft Word 2010. He wants to increase the indent level of a paragraph. Mark the icon that he should choose to accomplish the task.

A.



Answer: A

19.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.
Answer: D

20.What technique will you use to give the professional look to overall document?
A. Create a template.
B. Change the look by formatting.
C. Create a theme.
D. Create a Quick Style.
Answer: C