77-725 Q&As

Word 2016 Core Document Creation, Collaboration and Communication

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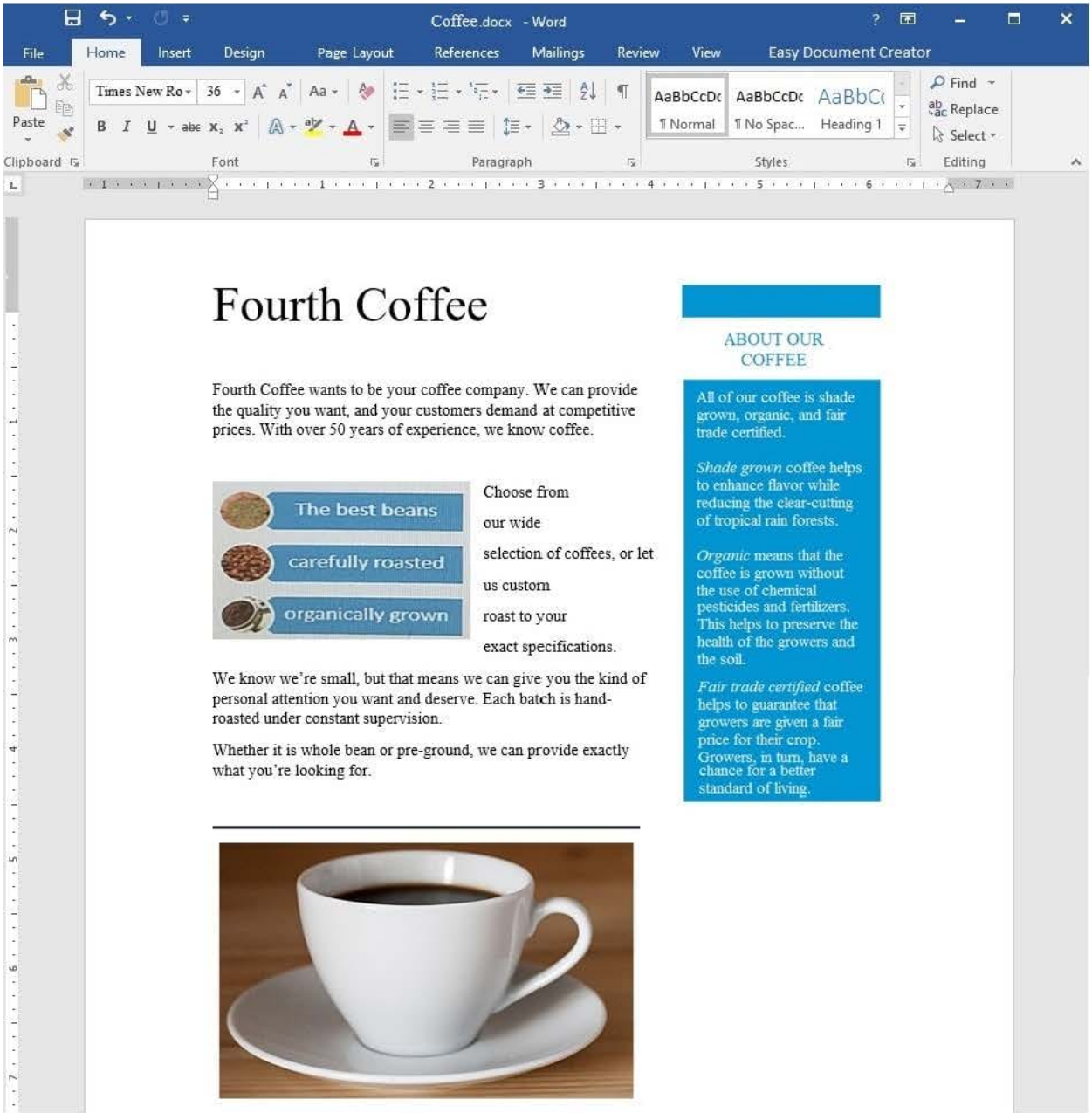
QUESTION 1

SIMULATION Project 7 of 7: Coffee Overview You are preparing a flyer for use at a commercial foods trade show. You are editing the document in

response to client requests.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Review
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Find
Replace
Select
Fourth Coffee
Fourth Coffee wants to be your coffee company. We can provide the quality you want, and your customers demand at competitive prices. With over 50 years of experience, we know coffee.
The best beans
carefully roasted
organically grown
Choose from our wide selection of coffees, or let us custom roast to your exact specifications.
We know we're small, but that means we can give you the kind of personal attention you want and deserve. Each batch is hand-roasted under constant supervision.
Whether it is whole bean or pre-ground, we can provide exactly what you're looking for.
ABOUT OUR COFFEE
All of our coffee is shade grown, organic, and fair trade certified.
Shade grown coffee helps to enhance flavor while reducing the clear-cutting of tropical rain forests.
Organic means that the coffee is grown without the use of chemical pesticides and fertilizers. This helps to preserve the health of the growers and the soil.
Fair trade certified coffee helps to guarantee that growers are given a fair price for their crop. Growers, in turn, have a chance for a better standard of living.

Rearrange the text in the SmartArt graphic so that "organically grown" is above "carefully roasted".

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.

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/ 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 the Integral header with the title "PRODUCT ANNOUNCEMENT".

A.

Correct Answer: See the explanation below.

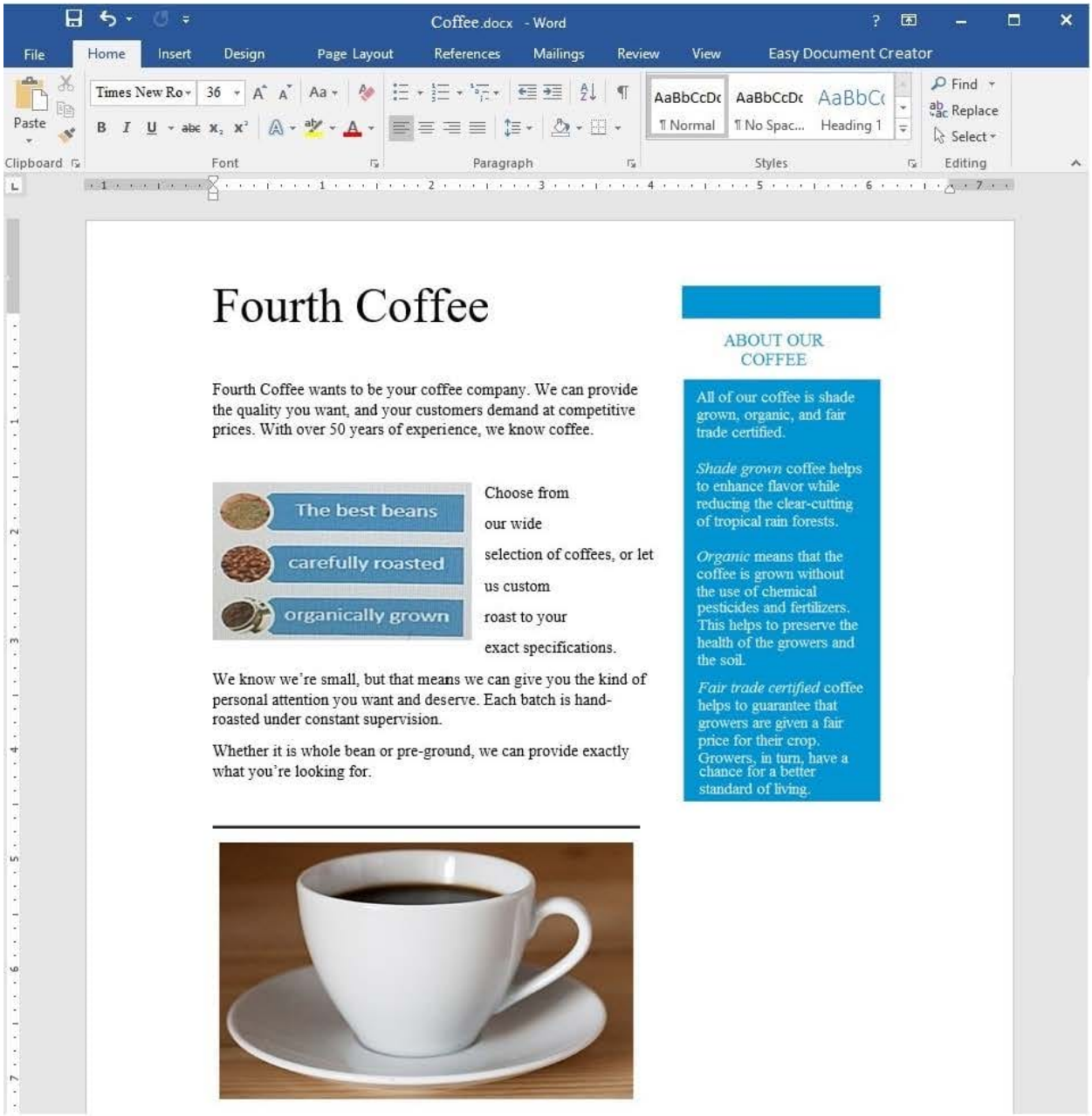
QUESTION 3

SIMULATION

Project 7 of 7: Coffee

Overview

You are preparing a flyer for use at a commercial foods trade show. You are editing the document in response to client requests.


Coffee.docx - Word
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Editing
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Apply the Soft Round Bevel picture effect to the image of a coffee cup on a saucer.

A.

Correct Answer: See the explanation below.

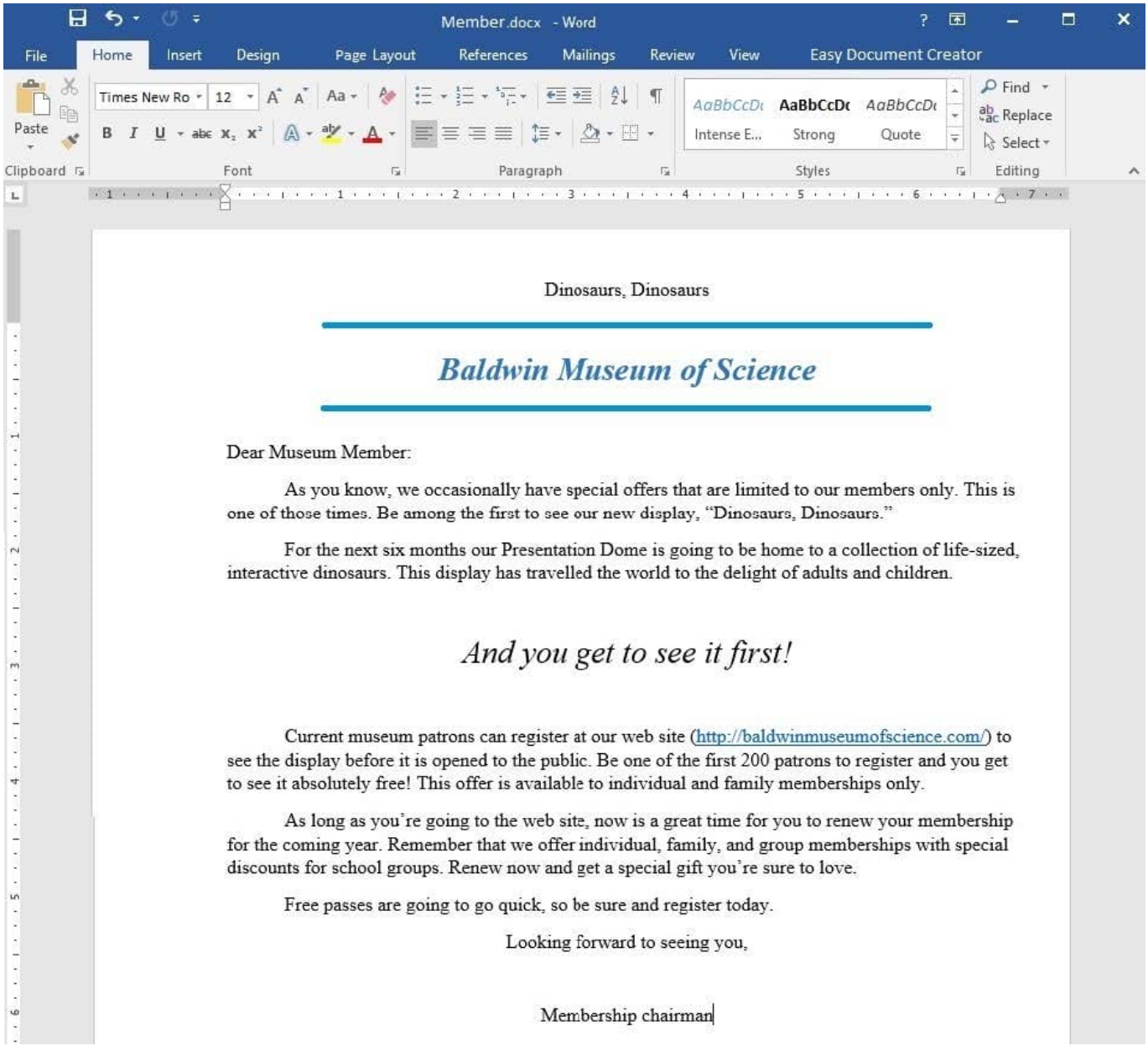
QUESTION 4

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.



Use a Word feature to replace each occurrence of the text "patrons" with "members".

A.

Correct Answer: See the explanation below.

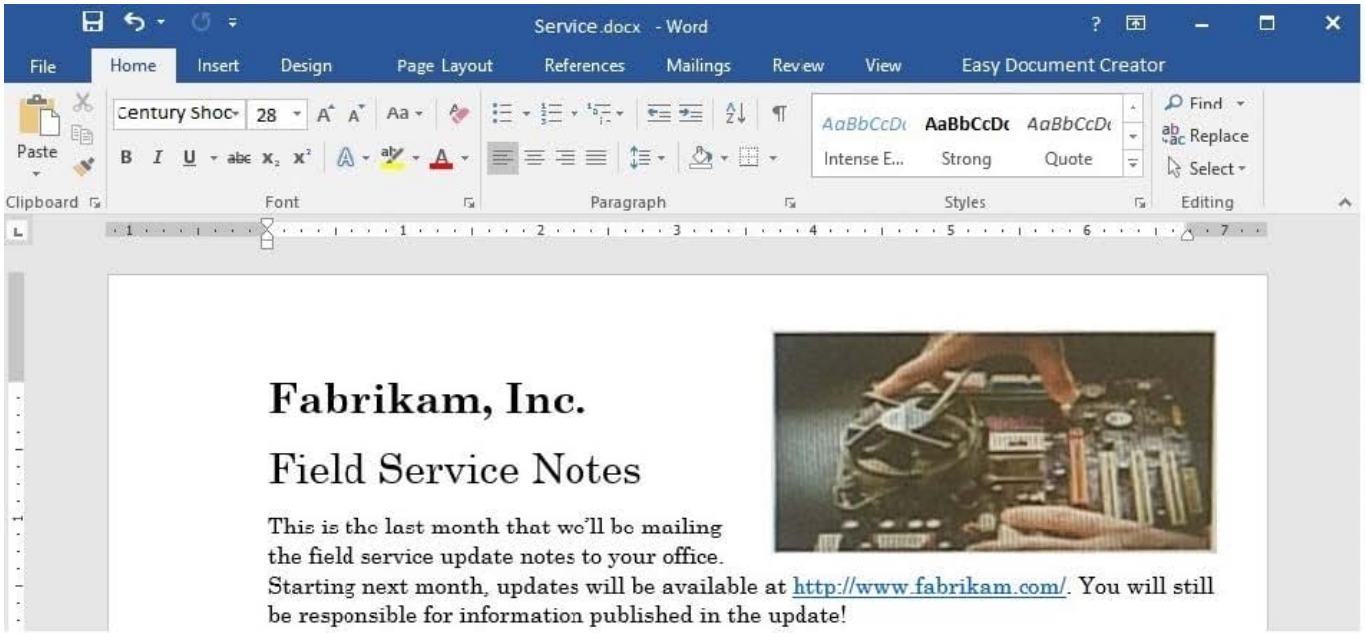
QUESTION 5

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.



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.

Under the "New Depot Return Process" heading, format the five lines of text starting with "Complete all fields..." as a numbered list that has a parenthesis after the number.

A.

Correct Answer: See the explanation below.

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