77-881^{Q&As}

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Word 2010

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QUESTION 1

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.

Correct Answer: C

QUESTION 2

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 theme.

B. Create a template.

C. Select all the words together and apply the formatting.

D. Create a Quick Style.

Correct Answer: D

QUESTION 3

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. Insert a comment. Exam Name: Word 2010

C. Enable Track Changes.

D. Insert a caption.

Correct Answer: B

QUESTION 4

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 5

Which of the following will you choose to protect a document with the help of a password?

A. Use Document Inspector.

B. Encrypt the document.

C. Run Compatibility Checker.

D. Add a digital signature.

Correct Answer: B

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