



# 77-881<sup>Q&As</sup>

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

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**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

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**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

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**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

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#### 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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