



77-881^{Q&As}

Word 2010

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**QUESTION 1**

Which of the following options is used to set the amount of space that must be inserted between the lines?

- A. Line Spacing
- B. Quick Style
- C. Caption
- D. Numbering

Correct Answer: A

QUESTION 2

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 3

Sam works in an office and he is assigned with the task of preparing a document. He inserts a picture in it. Now he wants to remove unwanted parts from it. What will he do to accomplish the task?

- A. Use Picture Effects option.
- B. Erase the unwanted parts.
- C. Use Reset Picture option.
- D. Crop the picture.

Correct Answer: D

QUESTION 4

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

Correct Answer: A

QUESTION 5

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

Correct Answer: A

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