77-881^{Q&As}

Word 2010

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QUESTION 1

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.

Correct Answer: A

QUESTION 2

You work as an Office Assistant for BlueSoft Inc. You use Microsoft Word 2010 for creating documents. You need to compare two versions of a document. Which of the following actions will you perform to accomplish the task? Each correct answer represents a part of the solution. Choose all that apply.

A. Click the References tab.

B. Click the View tab.

C. Click the Compare button, and then select Compare.

D. Click the Review tab.

Correct Answer: CD

QUESTION 3

You work in an office and you are assigned with the task of preparing a document. You have inserted some images in the document. What will you do to insert a list of all the captions of the images along with the page numbers they appear on?

A. Insert Table of Contents.

B. Insert Table of Authorities.

C. Insert Table of Figures.

D. Insert an Index.

Correct Answer: C

QUESTION 4

You work in an office and you are assigned with the task of preparing a document. You insert a table in the document. You want to divide the table into two tables. What will you do to accomplish the task?

A. Use Split Cells option.

B. Erase a row.

C. Use Split Table option.

D. Erase a column.

Correct Answer: C

QUESTION 5

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.

Correct Answer: D

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