

77-881^{Q&As}

Word 2010

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QUESTION 1

Sam works as an Office Assistant for SoftWorld Inc. All computers in the company have Microsoft Office 2010 installed. Sam is assigned with the task of creating a document. Sam often misspells the word create as cretae. He wants Microsoft Word to automatically check the word and correct it. Which of the following features will he use to accomplish the task?

- A. AutoFormat
- B. Spelling and Grammar
- C. AutoCheck
- D. AutoCorrect
- Correct Answer: D

QUESTION 2

John works in an office and he is assigned with the task of preparing a document. He inserts a picture in the document. Now he wants to flip the picture vertically. Which of the following will he choose to accomplish the task?

- A. Rotate
- **B. Reset Picture**
- C. Picture Border
- **D. Picture Effects**
- Correct Answer: A

QUESTION 3

Sam wants to invite his 100 friends on the occasion of his birthday. He wants to send invitation cards to all his friends. He wants the cards to be generated by the computer. What will he do to accomplish the task?

- A. Design a theme.
- B. Design a template.
- C. Make individual cards.
- D. Make a quick style.

Correct Answer: B

QUESTION 4



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 5

Which of the following is a graphic or a piece of text that links to another document, another place in the same document, a Web page, or an e-mail address?

- A. Hyperlink
- B. Comment
- C. Citation
- D. Caption
- Correct Answer: A

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