77-881^{Q&As}

Word 2010

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QUESTION 1

John creates a document, which contains some text boxes. He wants the text of the text box to be rotated to ninety degrees. What will he do to accomplish the task?

A. Use the Text Direction option.

B. Use the Text Wrapping option.

C. Use the Align option.

D. Use the Position option.

Correct Answer: A

QUESTION 2

You work in an office and you are assigned with the task of preparing an organization chart. Which of the following will you use to accomplish the task?

A. Create boxes and label them.

B. Insert building blocks.

C. Create Quick Style.

D. Insert SmartArt object.

Correct Answer: D

QUESTION 3

You work in an office and you are assigned with the task of preparing the yearly sales report. You want the data to be displayed month wise and other persons easily compare the sales in different months. What will you do to accomplish the task?

A. Make a table.

B. Insert a SmartArt.

C. Make a chart.

D. Insert a building block.

Correct Answer: C

QUESTION 4

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 5

Sam works as a marketing executive for TechPerfect Inc. He types a letter to send it to fifty persons. He has to prepare an envelope to send the mail to each person. What will Sam do to accomplish the task?

A. Use Mail Merge. Exam Name:

B. Use a template.

C. Use building blocks.

D. Prepare individual envelopes.

Correct Answer: A

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