



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

Word 2010

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**QUESTION 1**

Sam works in an office and he is assigned with the task of preparing a document. He wants to shift all the lines of a paragraph to the right except the first line. What will he do to accomplish the task?

- A. Apply Right Indent.
- B. Apply First Line Indent.
- C. Apply Hanging Indent.
- D. Apply Left Indent.

Correct Answer: C

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**QUESTION 2**

You are typing a document and you want others to know that it is a draft document. What will you do to accomplish the task?

- A. Make a template.
- B. Insert a pull quote.
- C. Apply document background.
- D. Apply watermark.

Correct Answer: D

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**QUESTION 3**

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 chart.
- D. Make a table.

Correct Answer: D

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**QUESTION 4**

Fill in the blank with the appropriate answer. \_\_\_\_\_ is used to provide reference notes at the end of the document.



Correct Answer: Endnote

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#### QUESTION 5

Sam works as a Marketing Executive for TechPerfect Inc. The company has recently launched a new product. The company asks Sam to send information of the new product to all its existing customers. What will Sam do to accomplish the task?

- A. Use a template.
- B. Use building blocks.
- C. Use a Quick Style.
- D. Use Mail Merge.

Correct Answer: D

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#### QUESTION 6

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 7

Which of the following keys is used to open a document?

- A. Ctrl+P
- B. Ctrl+O
- C. Ctrl+E
- D. Ctrl+N

Correct Answer: D

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#### QUESTION 8



John works as an Office Assistant for HappyTech Inc. He is assigned with the task of creating invitation cards for his colleagues. There are about 200 employees in the company. What should he do to ease the creation of cards?

- A. Create a theme.
- B. Create a template.
- C. Create individual invitation cards.
- D. Create a Quick Style.

Correct Answer: B

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#### QUESTION 9

You have finished typing a document of about 500 pages and now you are reviewing it. You are currently on the fourth page. What will you do to quickly go to the last page?

- A. Use the Go To tool.
- B. Use the Find tool.
- C. Use the Replace tool.
- D. Scroll the document and go to the last page.

Correct Answer: A

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#### QUESTION 10

Sam works in an office and he is assigned with the task of preparing a document. He wants to replace a particular word with other word(s). Which of the following shortcuts should he use to open the Replace dialog box?

- A. Ctrl+H
- B. Ctrl+E
- C. Ctrl+P
- D. Ctrl+R

Correct Answer: A

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#### QUESTION 11

You work as an Office Assistant for Tech World Inc. You are preparing a document and have used several images in it. What will you do to provide a brief description for each image in the document?

- A. Insert a caption for each image.
- B. Insert a citation for each image.



- C. Insert a footnote for each image.
- D. Insert a footer.

Correct Answer: A

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#### QUESTION 12

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. Create Quick Style.
- C. Insert Smart Art object.
- D. Insert building blocks.

Correct Answer: C

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#### QUESTION 13

Which of the following indicates the status of the document to the reader?

- A. Watermark
- B. Cover page
- C. Document background
- D. Document property

Correct Answer: A

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#### QUESTION 14

\_\_\_\_\_ refers to the way the text is arranged on a page.

- A. Pagination
- B. Text wrapping
- C. Word wrap
- D. Alignment

Correct Answer: A

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**QUESTION 15**

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

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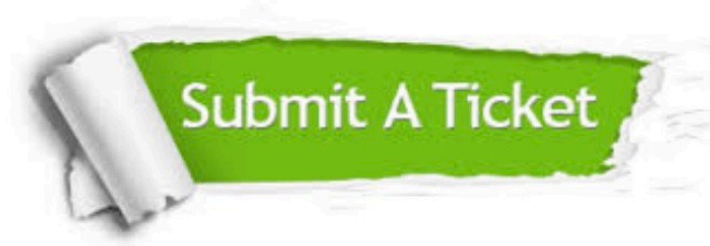
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