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**Word 2010**

**Microsoft 77-881**

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## QUESTION NO: 1

You work as an Office Assistant for BlueSoft Inc. You use Microsoft Word 2010 for creating documents. You have created a document about the financial position of the company. You need to set a password for opening and modifying the 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. In the General Options dialog box, in the Password to open or Password to modify box, type a password.
- B. In the Save Options dialog box, in the Password to open or Password to modify box, type a password.
- C. Click the Tools button, and select Save Options.
- D. Open the Save As dialog box. Exam Name: Word 2010
- E. Click the Tools button, and select Web Options.
- F. In the Web Options dialog box, in the Password to open or Password to modify box, type a password.
- G. Click the Tools button, and select General Options.

**ANSWER: A D G**

## QUESTION NO: 2

John creates a document with some text boxes. John writes in the text box but he could not see the text because the text box is not increased in size. Which of the following options will he use to accomplish the task?

- A. In line with text.
- B. Resize AutoShape to fit text.
- C. In front of text.
- D. Word Wrap text in AutoShape.

**ANSWER: B D**

## QUESTION NO: 3

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.

**ANSWER: C D**

## QUESTION NO: 4

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. Enable Track Changes.
- C. Insert a caption.
- D. Insert a comment. Exam Name: Word 2010

**ANSWER: D**

## QUESTION NO: 5

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 & Grammar
- C. AutoCheck
- D. AutoCorrect

**ANSWER: D**

## QUESTION NO: 6

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 Review tab.

- C. Click the View tab.
- D. Click the Compare button, and then select Compare.

**ANSWER: B D**

## QUESTION NO: 7

Which of the following is used to provide page number and date of creation of the document at the bottom of each page?

- A. Header
- B. Cover page
- C. Footnote
- D. Footer

**ANSWER: D**

## QUESTION NO: 8

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.

**ANSWER: C**

## QUESTION NO: 9

What technique will you use to give the professional look to overall document?

- A. Create a Quick Style.
- B. Create a template.
- C. Create a theme.
- D. Change the look by formatting.

**ANSWER: C**