Vendor: Microsoft

Exam Code:77-881

Exam Name: Word 2010

Version: Demo

QUESTION 1

Sam works in an office and he is preparing an important document. The document has to be sent to the head office. What will Sam do to ensure the integrity of the document?

A. Use Document Inspector.

B. Encrypt the document.

C. Add a digital signature.

D. Mark the document as final.

Correct Answer: C

QUESTION 2

You work as an Office Assistant for BlueSoft Inc. You use Microsoft Word 2010 for the official work. You have created a document. You need the spelling and grammar checker to check the Exam Name.Which of the following keys will you press to accomplish the task?

A. F8

B. F7

C. F4

D. F5

Correct Answer: B

QUESTION 3

John works in an office and he is assigned with the task of preparing a document. He uses Microsoft Word 2010 for creating documents. He inserts a picture in the document. He wants to apply glow effect to the picture. Which of the following options will he choose on the Format tab to accomplish the task?

A. Picture Shape

B. Picture Effects

C. Picture Border

D. Change Picture

Correct Answer: B

QUESTION 4

You work as an Office Assistant for BlueSoft Inc. You have created a document in Microsoft Office Word. You need to view the document as it will appear on the printed page. Which of the following views will you use to accomplish the task?

A. Web Layout

B. Draft

C. Print Layout

D. Full Screen Reading

Correct Answer: C

QUESTION 5

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.

Correct Answer: C

QUESTION 6

You work as an Office Assistant for BlueSoft Inc. You use Microsoft Word 2010 for the official work. You have prepared the monthly sales report of your company. What will you do to authenticate the report when it will be sent via e-mail to the head office?

A. Run Compatibility Checker.

B. Run Document Inspector.

C. Encrypt the document.

D. Add a digital signature.

Correct Answer: D

QUESTION 7

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 an Index.

B. Insert Table of Contents.

C. Insert Table of Authorities.

D. Insert Table of Figures

Correct Answer: D

QUESTION 8

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 9

Which of the following tabs will you use to insert bullets in a document?

A. Review

B. Insert

C. Home

D. View

Correct Answer: C

QUESTION 10

Sam works in an office and he is assigned with the task of preparing a document. He uses Microsoft Word 2010 for creating documents. He inserts a picture in the document. He wants to apply sepia tone to the picture. Which of the following will he choose on the Format tab to accomplish the task?

A. Picture Effects

B. Color

C. Reset Picture

D. Change Picture

Correct Answer: B

QUESTION 11

You work as an Office Assistant for BlueSoft Inc. You use Microsoft Word 2010 for the official work. You have created a document about the hardware policy of your company. Which of the following paths is correct for adding a digital signature to the document?

A. File tab > Options > Protect Document > Add a Digital Signature

B. File tab > Info > Protect Document > Add a Digital Signature

C. File tab > Options > Check for Issues > Add a Digital Signature

D. File tab > Info > Check for Issues > Add a Digital Signature

Correct Answer: B

QUESTION 12

You are creating a document. You insert some cartoon characters in it. You want to show the conversation of the cartoon characters. What will you do?

A. Use SmarArt.

B. Write text and point to them by arrows.

C. Use callout.

D. Draw text boxes above the cartoon characters.

Correct Answer: C

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