



77-881^{Q&As}

Word 2010

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**QUESTION 1**

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.

Correct Answer: CD

QUESTION 2

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 3

You are typing a document and you want to insert an image in the document. What will you do so that the text automatically adjusts around the image?

- A. Use word wrap.
- B. Use text alignment.
- C. Use text wrapping.
- D. Use SmartArt.

Correct Answer: C

QUESTION 4



Which of the following tabs has replaced the Microsoft Office button in Microsoft Office Word 2007?

- A. Extra
- B. File
- C. Home
- D. New

Correct Answer: B

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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