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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