77-881^{Q&As}

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Word 2010

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QUESTION 1

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 2

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

Correct Answer: D

QUESTION 3

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

A. Ctrl+P

B. Ctrl+O

C. Ctrl+E

D. Ctrt+N

Correct Answer: D

QUESTION 4

You work in an office and you are assigned with the task of creating a document. The document has to be shared with all the employees. You want to restrict the edit, copy, and print permission of all the shared users. What will you do to

accomplish the task?

A. Inspect the document.

B. Mark the document as final.

C. Restrict the permission for the document. Exam Name: Word 2010

D. Encrypt the document.

Correct Answer: C

QUESTION 5

John creates a document, which contains some text boxes. He wants the text of the text box to be rotated to ninety degrees. What will he do to accomplish the task?

A. Use the Text Direction option.

B. Use the Text Wrapping option.

C. Use the Align option.

D. Use the Position option.

Correct Answer: A

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