



77-881^{Q&As}

Word 2010

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QUESTION 1

Which of the following is used to display the page number at the top of each page?

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

Correct Answer: B

QUESTION 2

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

Correct Answer: D

QUESTION 3

Sam works in an office and he is assigned with the task of typing a document. He wants to change the line spacing of the document to Double. What should he do to accomplish the task?

- A. Press Enter key twice between the lines.
- B. Use Template.
- C. Use Line Spacing option.
- D. Use Indentation.

Correct Answer: C

QUESTION 4

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 5

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 Table of Contents.

B. Insert Table of Authorities.

C. Insert Table of Figures.

D. Insert an Index.

Correct Answer: C

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