

Microsoft

77-881

Microsoft Word 2010

QUESTION & ANSWERS

Question: 1

You are typing a document and you want to insert a table in landscape orientation on the next page while the document is in portrait orientation. What will you do to accomplish the task?

- A. Use next page section break.
- B. Go to next page and insert the table.
- C. Use template.
- D. Use page break.

Answer: A

Explanation:

Next page section break will start a new section on the next page and the user will be able to apply the formatting of his choice.

Answer option D is incorrect. Page break is a feature in which the text automatically moves to the next page when it encounters the end of the page. This feature is also known as soft page break. When a page break is inserted manually, it is known as hard page break.

Answer option C is incorrect. A template is a tool that is used to create a standard layout and the look and feel across multiple pages. A user creates a template when he wants to apply the same layout to multiple pages in a document. When he makes a change in the template, all the pages associated with it are affected and the corresponding change is reflected in all the pages. Answer option B is incorrect. This option is incorrect because the orientation of the page will not be changed to landscape.

What is section break?

Section break divides a document in various sections so that different types of formatting can be applied to different pages, e.g., if the document is typed in portrait orientation and the image is to be inserted in landscape orientation then the section break is used.

What are the different types of section break?

There are four types of section break, which are as follows:

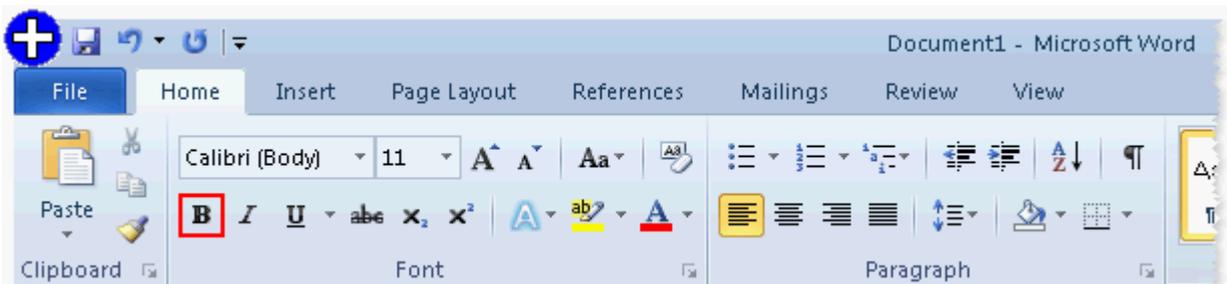
1. Next page: It inserts a section break and start the new section on the next page.
2. Continuous: It inserts a section break and start the new section on the same page.
3. Even page: It inserts a section break and start the new section on the next even numbered page.
4. Odd page: It inserts a section break and start the new section on the next odd numbered page.

Question: 2

John types a document, and he wants to make the selected text bold. Mark the icon that he should choose to accomplish the task.



Answer:



Explanation: The Bold icon is used to make the selected text bold.

Question: 3

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.
- D. Encrypt the document.

Answer: C

Explanation:

Restrict Permission is used to grant access to other users while restricting their ability to edit, copy, and print. It is also used to set the expiration date for a document.

Answer option A is incorrect. Inspecting the document will remove hidden information from it. Answer option D is incorrect. Encrypting the document will protect it with the help of a password.

Answer option B is incorrect. Marking the document as final will make it read-only.

Question: 4

John works as an Office Assistant for HappyTech Inc. He is assigned with the task of creating invitation cards for his colleagues. There are about 200 employees in the company. What should he do to ease the creation of cards?

- A. Create a template.
- B. Create a Quick Style.
- C. Create individual invitation cards.
- D. Create a theme.

Answer: A

Explanation:

A template is a tool that is used to create a standard layout and the look and feel across multiple pages. A user creates a template when he wants to apply the same layout to multiple pages in a document. When he makes a change in the template, all the pages associated with it

are affected and the corresponding change is reflected in all the pages.

Answer option D is incorrect. A theme is used to create a professional and well-designed document.

It is a set of formatting choices such as a

set of theme colors, theme fonts, and theme effects. When a theme is applied to a

document, the following are customized: hyperlink colors,

body and heading styles, lists, table border colors, and background colors.

Answer option C is incorrect. Creating individual invitation cards will be extremely time

consuming. Answer option B is incorrect. Quick Style is a set of stored formats that are

applied all at once anywhere in the document. Rather than

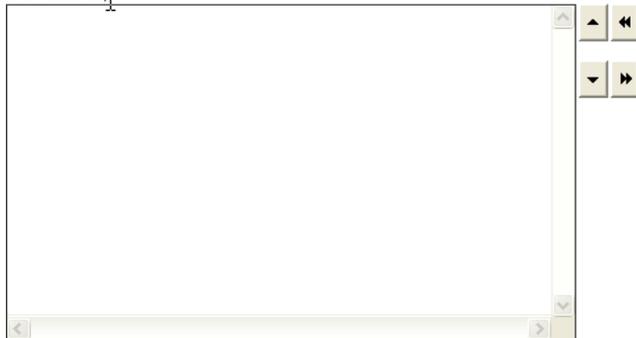
choosing different types of formats every time and applying them, a user can create a Quick Style

and apply it at other places in the same document or in other documents.

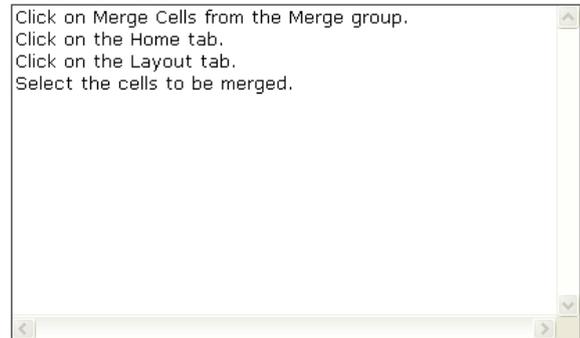
Question: 5

Arrange the steps in the correct order to merge the cells of a table.

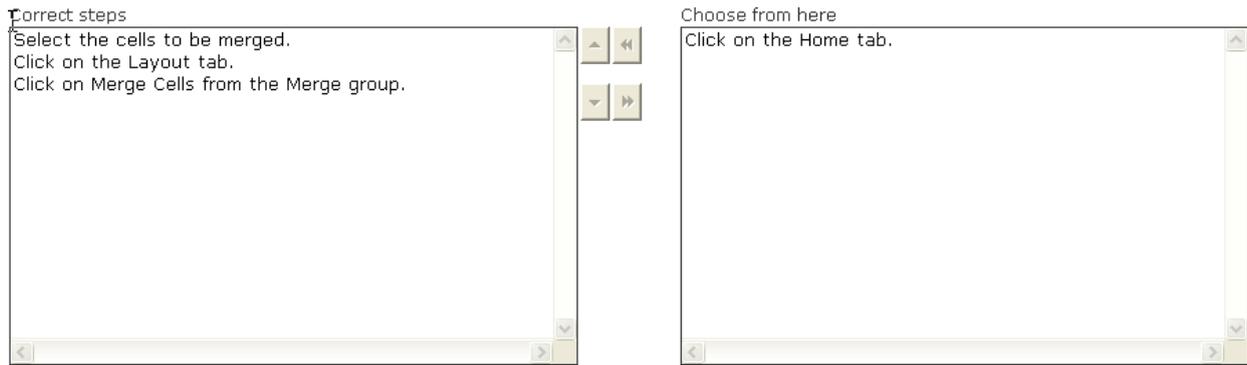
Correct steps



Choose from here



Answer:



Explanation: The steps to merge the cells of a table are as follows:

1. Select the cells to be merged.
2. Click on the Layout tab.
3. Click on Merge Cells from the Merge group.

Question: 6

You work as an Office Assistant for Tech World Inc. You are preparing a document and have used several images in it. What will you do to provide a brief description for each image in the document?

- A. Insert a caption for each image.
- B. Insert a footnote for each image.
- C. Insert a footer.
- D. Insert a citation for each image.

Answer: A

Explanation:

Caption is a title for an image. It is written below the image to help a reader build a story around the image. Caption is a statement that provides brief explanation of the image. Answer option D is incorrect. Citation is a brief reference to an article, book, or other document. It informs the readers that certain material has come from another source. This information makes it easier to locate the actual article being cited. Citations usually include the following information:

1. Author
2. Title
3. Source
4. Date of publication

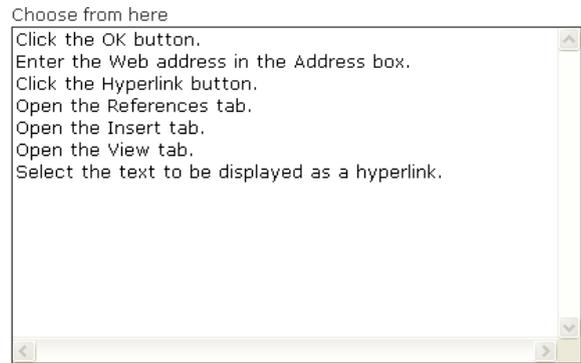
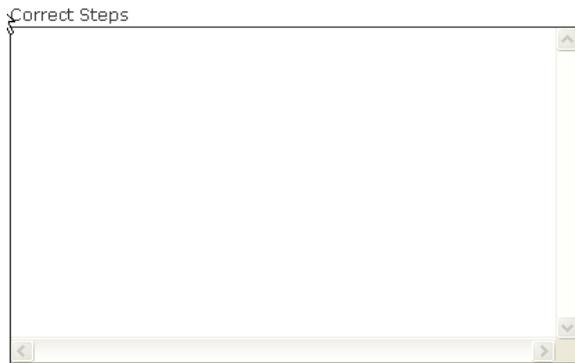
Answer option C is incorrect. Footer is an area in a document where a user can put vital information such as page number, date of creation of document, time of creation of document, filename, and other information. It always appears on the bottom of each page.

Answer option B is incorrect. Footnote is a note of text placed at the bottom of the same page in a book or a document. It gives reference to a word or a group of words. A footnote is flagged by a superscript number, which is followed by the text.

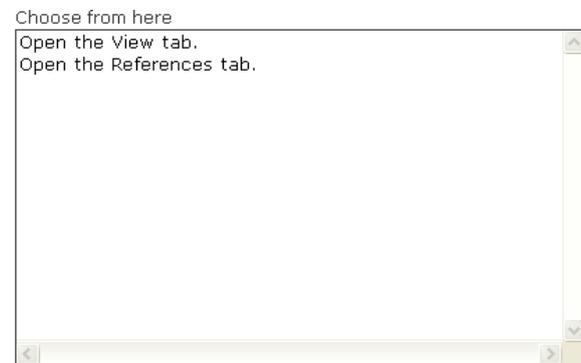
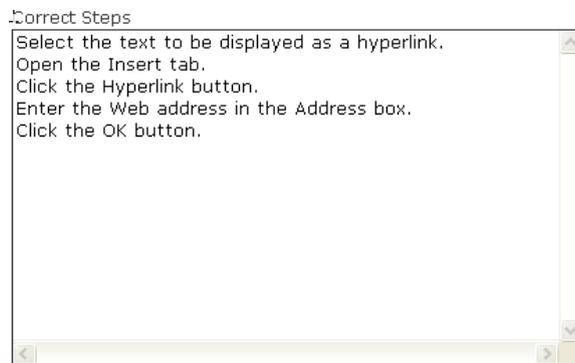
Question: 7

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 to insert a hyperlink in it. Choose and reorder the steps you

will take to accomplish the task.



Answer:



Explanation: Take the following steps to insert a hyperlink in a document:

1. Select the text to be displayed as a hyperlink.
2. Open the Insert tab, and click the Hyperlink button.
3. The Insert Hyperlink dialog box will appear. Enter the Web address in the Address box, and click the OK button.
4. The selected text will be displayed as a hyperlink as shown in the following image. The hyperlink will have an underline. To test the link, hold down the Ctrl key, and then click the hyperlink.

Question: 8

You work in an office and you are assigned with the task of preparing an organization chart. Which of the following will you use to accomplish the task?

- A. Create Quick Style.
- B. Insert building blocks.
- C. Create boxes and label them.
- D. Insert SmartArt object.

Answer: D

Explanation:

SmartArt is a set of pre-formatted and editable diagrams that a user can use in a document to increase its quality. SmartArt includes templates for a list, process, cycle, hierarchy, relationship,

matrix, and pyramid. When a SmartArt object is inserted, a Text Pane appears next to it to help the user enter the text in the hierarchical levels.

Answer option B is incorrect. Building blocks are items that are created by using the Quick Parts tool.

These items can be reused in other documents. For example, the logo of a company can be saved as a building block and can be applied when and where needed.

Answer option C is incorrect. This is not appropriate option because it will consume a lot of time. Answer option A is incorrect. Quick Style is a set of stored formats that are applied all at once anywhere in the document. Rather than choosing different types of formats every time and applying them, a user can create a Quick Style and apply it at other places in the same document or in other documents.