77-881 ^{Q&As}

Word 2010

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QUESTION 1

You work in an office and you are assigned with the task of preparing a report. There are some numerical data in the report. How will you represent the numerical data in the report?

A. Write data using tabs.

B. Write data in columns.

C. Make a chart.

D. Make a table.

Correct Answer: D

QUESTION 2

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 Review tab.

C. Click the View tab.

D. Click the Compare button, and then select Compare.

Correct Answer: BD

QUESTION 3

John wants to send letters to invite his fifty friends on his birthday party. What will he do to ease the task of creating fifty letters?

A. Use a Quick Style.

B. Use Mail Merge.

C. Use building blocks.

D. Use a template.

Correct Answer: B

QUESTION 4

What technique will you use to give the professional look to overall document?

A. Create a Quick Style.

B. Create a template.

C. Create a theme.

D. Change the look by formatting.

Correct Answer: C

QUESTION 5

Sam wants to invite his 100 friends on the occasion of his birthday. He wants to send invitation cards to all his friends. He wants the cards to be generated by the computer. What will he do to accomplish the task?

A. Design a template.

B. Design a theme.

C. Make a quick style.

D. Make individual cards.

Correct Answer: A

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