



77-881^{Q&As}

Word 2010

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QUESTION 1

John works in an office and he assigned with the task of typing a document. He wants to include some images in the document. What he should do so that the text automatically adjusts around the image?

- A. Use word wrap.
- B. Use SmartArt.
- C. Use text alignment.
- D. Use text wrapping.

Correct Answer: D

QUESTION 2

Sam works in an office and he is assigned with the task of preparing a document. He inserts a picture in it. Now he wants to remove unwanted parts from it. What will he do to accomplish the task?

- A. Use Picture Effects option.
- B. Erase the unwanted parts.
- C. Use Reset Picture option.
- D. Crop the picture.

Correct Answer: D

QUESTION 3

Sam works in an office and he is assigned with the task of preparing a document. He inserts a picture in the document. He makes some changes to the picture. Now, he wants to discard all the formatting changes made to the picture. Which of the following options will he choose on the Format tab to accomplish the task?

- A. Change Picture
- B. Picture Effects
- C. Color
- D. Reset Picture

Correct Answer: D

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 about the hardware policy of your company. Which of the following paths is correct for adding a digital signature to the document?

- A. File tab > Options > Protect Document > Add a Digital Signature
- B. File tab > Info > Protect Document > Add a Digital Signature
- C. File tab > Options > Check for Issues > Add a Digital Signature
- D. File tab > Info > Check for Issues > Add a Digital Signature

Correct Answer: B

QUESTION 5

Sam works in an office and he is assigned with the task of preparing a document. He wants to replace a particular word with other word(s). Which of the following shortcuts should he use to open the Replace dialog box?

- A. Ctrl+H
- B. Ctrl+E
- C. Ctrl+P
- D. Ctrl+R

Correct Answer: A



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