



# 77-881<sup>Q&As</sup>

Word 2010

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### QUESTION 1

John creates a document with some text boxes. John writes in the text box but he could not see the text because the text box is not increased in size. Which of the following options will he use to accomplish the task?

- A. In line with text.
- B. Resize AutoShape to fit text.
- C. In front of text.
- D. Word Wrap text in AutoShape.

Correct Answer: BD

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### QUESTION 2

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

Correct Answer: A

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### QUESTION 3

You work in an office and you are assigned with the task of typing a document. In the document, some words have the same type of formatting. What will you do to ease the task of applying the same type of formatting to different words?

- A. Create a theme.
- B. Create a template.
- C. Select all the words together and apply the formatting.
- D. Create a Quick Style.

Correct Answer: D

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### QUESTION 4

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

Correct Answer: A

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#### QUESTION 5

Sam works in an office and he is assigned with the task of preparing a document. He wants to shift all the lines of a paragraph to the right except the first line. What will he do to accomplish the task?

- A. Apply Right Indent.
- B. Apply First Line Indent.
- C. Apply Hanging Indent.
- D. Apply Left Indent.

Correct Answer: C

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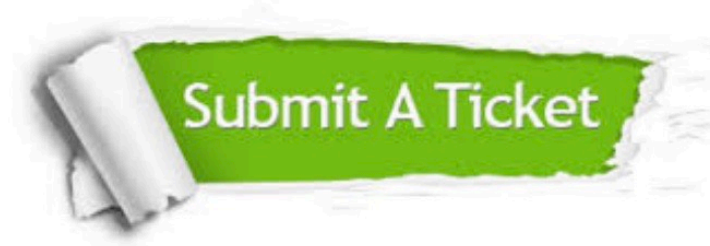
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