



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

Word 2010

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### QUESTION 1

Sam prepares a document. He inserts some tables in it. In one table, Sam wants to combine four cells into a single cell. What should he do to accomplish the task?

- A. Use Banded Columns option.
- B. Use Merge Cells option.
- C. Use Split Cells option.
- D. Use Split Table option.

Correct Answer: B

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### QUESTION 2

Sam works as a Marketing Executive for TechPerfect Inc. The company has recently launched a new product. The company asks Sam to send information of the new product to all its existing customers. What will Sam do to accomplish the task?

- A. Use a template.
- B. Use building blocks.
- C. Use a Quick Style.
- D. Use Mail Merge.

Correct Answer: D

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### QUESTION 3

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 the document. You select the text that is to be displayed as a hyperlink. Which of the following shortcut keys will you use to open the Insert Hyperlink dialog box?

- A. Ctrl+H
- B. Ctrl+N
- C. Ctrl+P
- D. Ctrl+K

Correct Answer: D

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### QUESTION 4



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 5

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 text wrapping.
- C. Use text alignment.
- D. Use SmartArt.

Correct Answer: B

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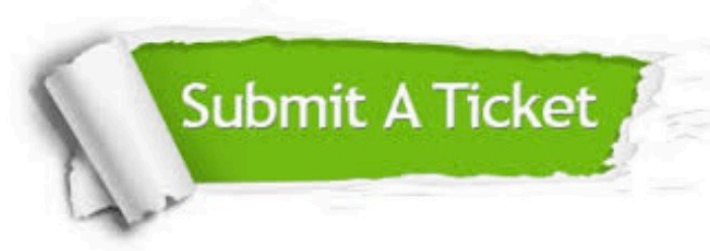
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