



77-881^{Q&As}

Word 2010

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QUESTION 1

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

QUESTION 2

Which of the following is used to align the text in the center of the page?

- A. Justify
- B. Left Align Exam Name: Word 2010
- C. Center Align
- D. Right Align

Correct Answer: C

QUESTION 3

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

QUESTION 4

John works in an office and he is assigned with the task of preparing a report. He inserts a table in the report. He wants to apply different formatting to even columns of the table. Which of the following will he use to accomplish the task?



- A. Banded Columns
- B. Last Column
- C. Total Row
- D. Banded Rows

Correct Answer: A

QUESTION 5

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

Correct Answer: D

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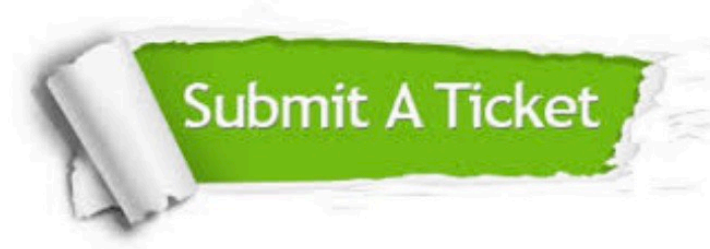
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