

DUMPS ARENA

Word 2010

Microsoft 77-881

Version Demo

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QUESTION NO: 1

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

ANSWER: C**QUESTION NO: 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.

ANSWER: B D**QUESTION NO: 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 First Line Indent.
- B. Apply Right Indent.
- C. Apply Left Indent.
- D. Apply Hanging Indent.

ANSWER: D

QUESTION NO: 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.

ANSWER: B D**QUESTION NO: 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.

ANSWER: D**QUESTION NO: 6**

You work as an Office Assistant for BlueSoft Inc. You use Microsoft Word 2010 for creating documents. You have created a document about the financial position of the company. You need to set a password for opening and modifying the 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. In the General Options dialog box, in the Password to open or Password to modify box, type a password.
- B. In the Save Options dialog box, in the Password to open or Password to modify box, type a password.
- C. Click the Tools button, and select Save Options.
- D. Open the Save As dialog box. Exam Name: Word 2010
- E. Click the Tools button, and select Web Options.
- F. In the Web Options dialog box, in the Password to open or Password to modify box, type a password.
- G. Click the Tools button, and select General Options.

ANSWER: A D G

QUESTION NO: 7

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 View tab.
- C. Click the Compare button, and then select Compare.
- D. Click the Review tab.

ANSWER: C D

QUESTION NO: 8

You are assigned with the task of typing a book which is of about 500 pages. You want that the page number should appear at the bottom of each page. What will you do to accomplish the task?

- A. Create a header.
- B. Type the page number on each page.
- C. Create a footer.
- D. Create a template.

ANSWER: C

QUESTION NO: 9

Which of the following tabs has replaced the Microsoft Office button in Microsoft Office Word 2007?

- A. Extra
- B. File
- C. Home
- D. New

ANSWER: B