



77-725^{Q&As}

Word 2016 Core Document Creation, Collaboration and Communication

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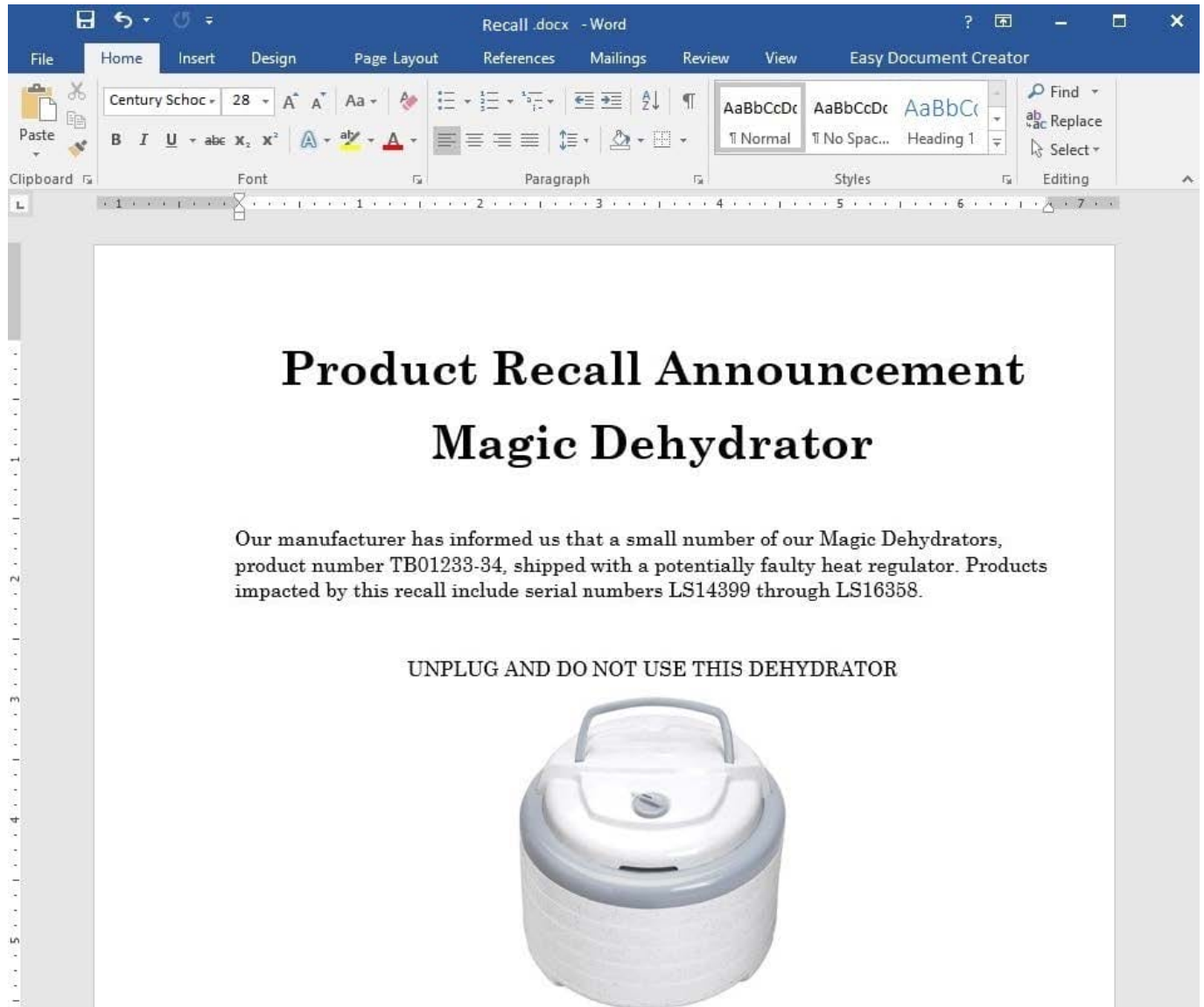




QUESTION 1

SIMULATION Project 6 of 7: Recall Overview You work in Customer Communications at Northwind Traders. You are preparing a product recall

announcement.



We regret any inconvenience that this might cause you. Northwind Traders is dedicated to providing you with reliable, high-quality, and safe products. The product sticker on the bottom of the dehydrator can determine whether or not your dehydrator is included in the recall. For affected models, there is a slight risk that the product might overheat when used, resulting in a potential burn hazard. DO NOT RETURN TO YOUR RETAILER. Go to the Northwind traders web site at [http:// www.northwindtraders.com/](http://www.northwindtraders.com/) and click on the "Product Recall" banner at the top of the page for return instructions. You will receive a full refund for the dehydrator and we will also ship you a replacement dehydrator.

REMINDER:

Add a bookmark named "Return" to the paragraph "DO NOT RETURN... replacement dehydrator."



A.

Correct Answer: See the explanation below.

QUESTION 2

SIMULATION

Project 7 of 7: Coffee

Overview


You are preparing a flyer for use at a commercial foods trade show. You are editing the document in response to client requests.




Microsoft Word interface showing a document titled "Coffee.docx". The ribbon includes File, Home, Insert, Design, Page Layout, References, Mailings, Review, View, and Easy Document Creator. The Home ribbon is active, showing Font, Paragraph, Styles, and Editing tabs. The document content is as follows:

Fourth Coffee


Fourth Coffee wants to be your coffee company. We can provide the quality you want, and your customers demand at competitive prices. With over 50 years of experience, we know coffee.



The best beans



carefully roasted




organically grown

Choose from our wide selection of coffees, or let us custom roast to your exact specifications.

We know we're small, but that means we can give you the kind of personal attention you want and deserve. Each batch is hand-roasted under constant supervision.

Whether it is whole bean or pre-ground, we can provide exactly what you're looking for.



ABOUT OUR COFFEE

All of our coffee is shade grown, organic, and fair trade certified.

Shade grown coffee helps to enhance flavor while reducing the clear-cutting of tropical rain forests.

Organic means that the coffee is grown without the use of chemical pesticides and fertilizers. This helps to preserve the health of the growers and the soil.

Fair trade certified coffee helps to guarantee that growers are given a fair price for their crop. Growers, in turn, have a chance for a better standard of living.



Apply the Soft Round Bevel picture effect to the image of a coffee cup on a saucer.

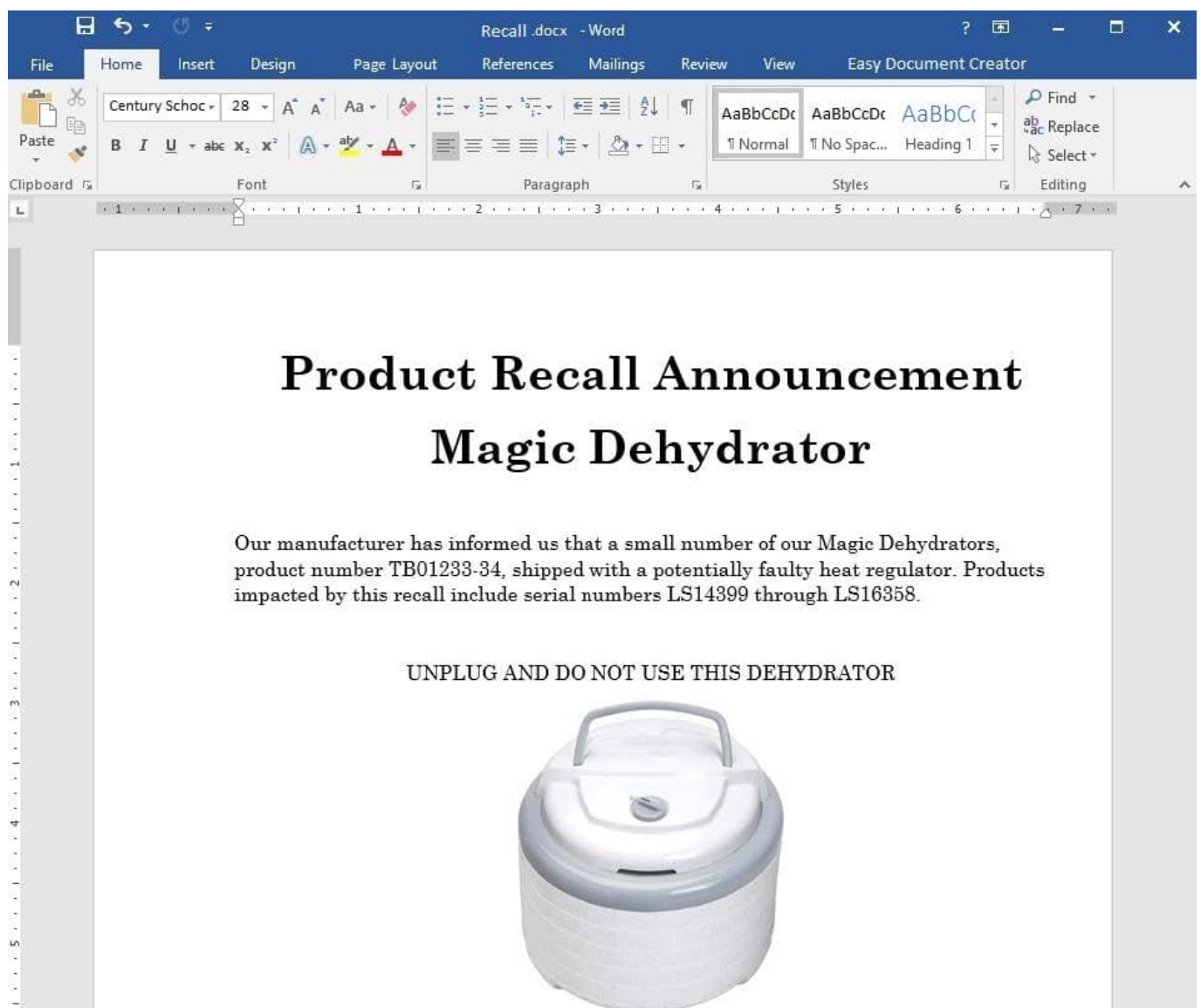
A.

Correct Answer: See the explanation below.

QUESTION 3

SIMULATION Project 6 of 7: Recall Overview You work in Customer Communications at Northwind Traders. You are preparing a product recall

announcement.



We regret any inconvenience that this might cause you. Northwind Traders is dedicated to providing you with reliable, high-quality, and safe products. The product sticker on the bottom of the dehydrator can determine whether or not your dehydrator is included in the recall. For affected models, there is a slight risk that the product might overheat when used, resulting in a potential burn hazard. DO NOT RETURN TO YOUR RETAILER. Go to the Northwind traders web site at [http:// www.northwindtraders.com/](http://www.northwindtraders.com/) and click on the "Product Recall" banner at the top of the page for return



instructions. You will receive a full refund for the dehydrator and we will also ship you a replacement dehydrator.

REMINDER:

Copy the text "UNPLUG AND DO NOT USE THIS DEHYDRATOR" and paste it after the text "REMINDER:". The pasted text should be left-justified and bold.

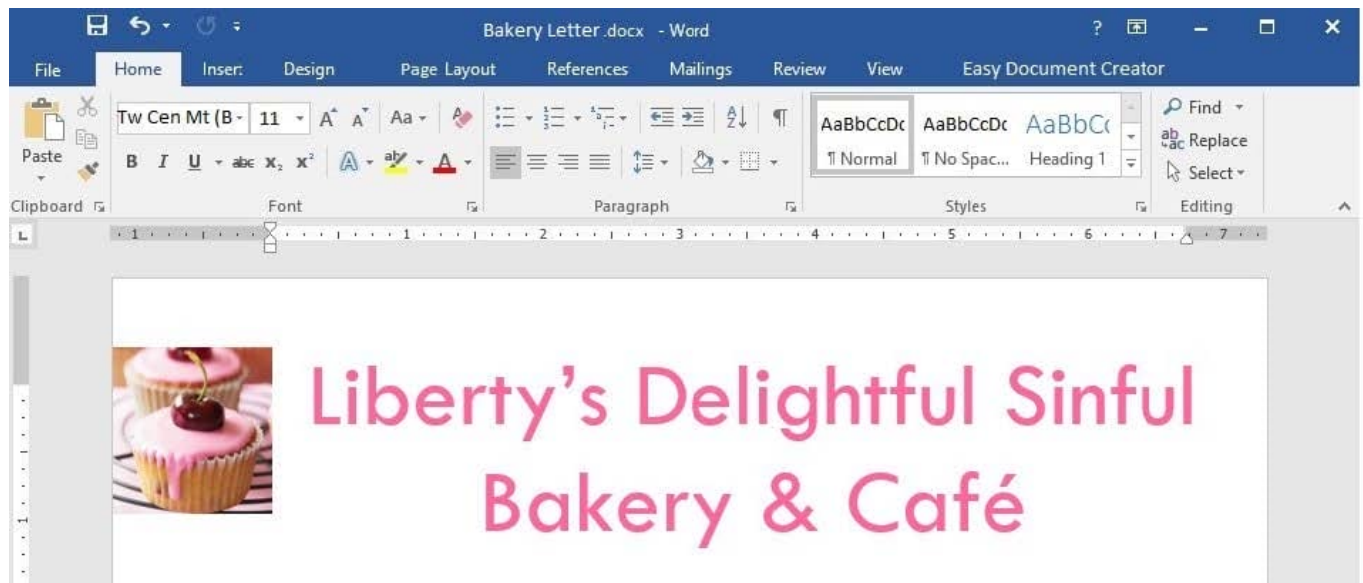
A.

Correct Answer: See the explanation below.

QUESTION 4

SIMULATION Project 2 of 7: Bakery Letter Overview As the marketing manager for Liberty\\'s Delightful Sinful Bakery and Caf? you want to inform local

businesses that you will now be providing catering services.



December 31, 2018

CATERING SERVICES ARE NOW AVAILABLE Dear Business Owner: Liberty\\'s Delightful Sinful Bakery and Caf?would like to inform you that beginning next month, we will be providing catering and delivery services in your area. We invite you to look over our lunch catering menu

below, and contact us to schedule your next business meeting lunch.



Meal	Price
Box Lunch <i>Includes a signature sandwich, chips, fruit or pasta salad, and a cookie</i>	\$9.95
Signature Salad <i>Includes a signature salad and cookie</i>	\$6.95
Soup and Salad Combo <i>Includes a small soup, full size salad, and cookie</i>	\$8.95
Add-ons <i>20 oz. soda, dessert, chips, pasta or fruit salad</i>	\$1.50-\$2.50

The menu above is a small sample of the options we have available. Liberty's Delightful Sinful Bakery will impress you with excellent service and great food at an affordable price.

We look forward to hearing from you to cater your next meeting.

Sincerely,

Steve Lasker

Owner

Apply table style Grid Table 4 ?Accent 1 to the table in the document.

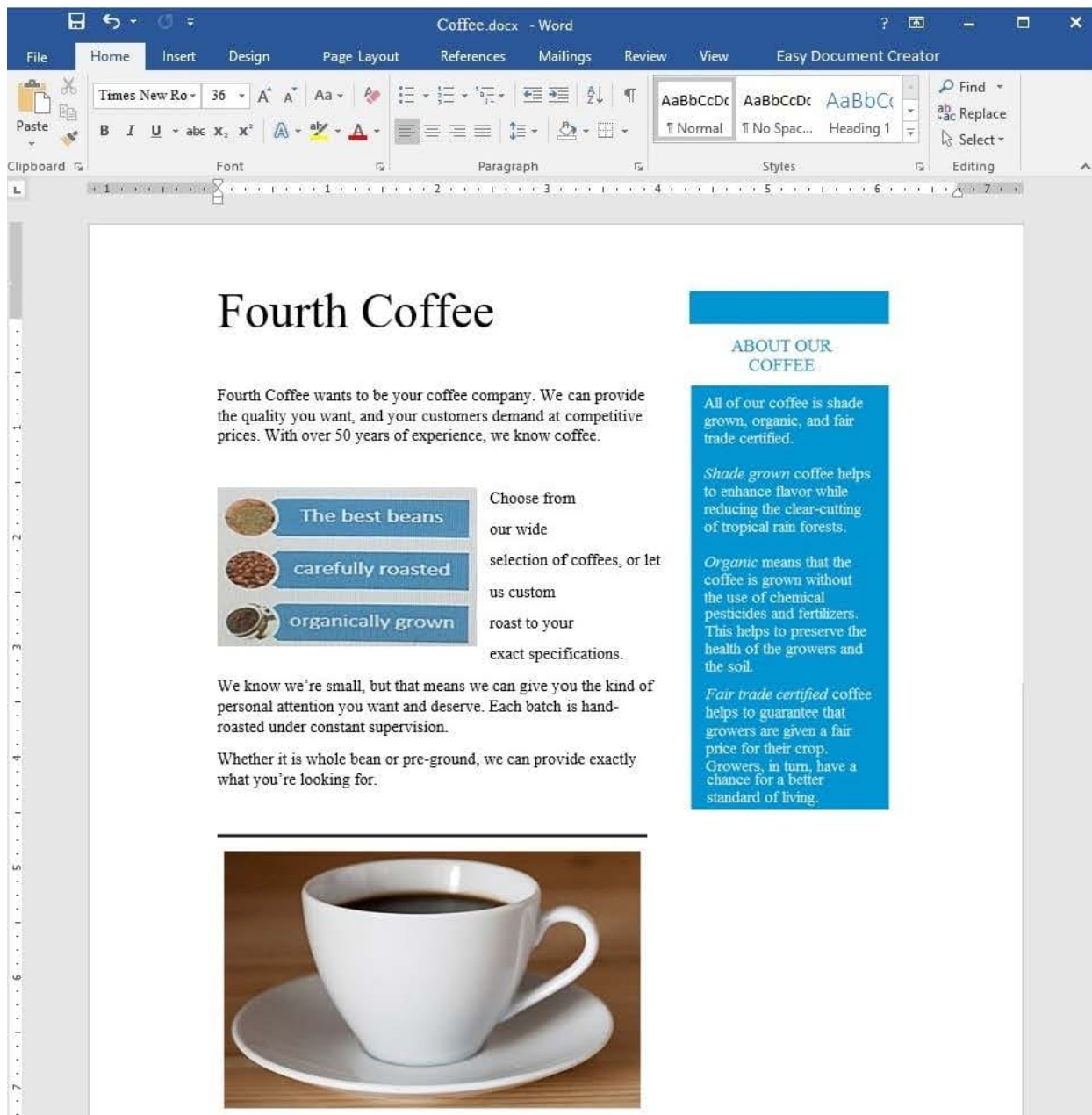
A.

Correct Answer: See the explanation below.

QUESTION 5

SIMULATION Project 7 of 7: Coffee Overview You are preparing a flyer for use at a commercial foods trade show. You are editing the document in

response to client requests.





Add the contents of the file contact.docx in the Documents folder below the horizontal line near the middle of the page.

A.

Correct Answer: See the explanation below.

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