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

## Word 2010

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**QUESTION 1**

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 2**

Which of the following will you choose to protect a document with the help of a password?

A. Use Document Inspector.

B. Encrypt the document.

C. Run Compatibility Checker.

D. Add a digital signature.

Correct Answer: B

**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**

You work as an Office Assistant for BlueSoft Inc. You have created a document in Microsoft Office Word. You need to view the document as it will appear on the printed page. Which of the following views will you use to accomplish the task?

A. Web Layout

B. Draft

C. Print Layout

D. Full Screen Reading

Correct Answer: C

QUESTION 5

You are assigned with the task of creating certificates for 500 students. What will you do to accomplish the task?

A. Create individual certificates.

B. Create a Quick Style.

C. Create a theme.

D. Create a template.

Correct Answer: D

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