



77-881^{Q&As}

Word 2010

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QUESTION 1

Sam prepares a document in Office 2007. What should he do to identify the document features that are not supported in the previous versions?

- A. Add a digital signature.
- B. Mark the document as final.
- C. Run the Compatibility Checker.
- D. Inspect the document.

Correct Answer: C

QUESTION 2

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

Correct Answer: A

QUESTION 3

John creates a document, which contains some text boxes. He wants the text of the text box to be rotated to ninety degrees. What will he do to accomplish the task?

- A. Use the Text Direction option.
- B. Use the Text Wrapping option.
- C. Use the Align option.
- D. Use the Position option.

Correct Answer: A

QUESTION 4

You are typing a document and you want others to know that it is a draft document. What will you do to accomplish the task?



- A. Make a template.
- B. Insert a pull quote.
- C. Apply document background.
- D. Apply watermark.

Correct Answer: D

QUESTION 5

Which of the following options is used to set the amount of space that must be inserted between the lines?

- A. Line Spacing
- B. Quick Style
- C. Caption
- D. Numbering

Correct Answer: A

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