



77-881^{Q&As}

Word 2010





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QUESTION 1

John works in an office and he is assigned with the task of preparing a document. He inserts a picture in the document. Now he wants to flip the picture vertically. Which of the following will he choose to accomplish the task?

- A. Rotate
- B. Reset Picture
- C. Picture Border
- D. Picture Effects

Correct Answer: A

QUESTION 2

Sam works as an Office Assistant for SoftWorld Inc. All computers in the company have Microsoft Office 2010 installed. Sam is assigned with the task of creating a document. Sam often misspells the word create as cretae. He wants Microsoft Word to automatically check the word and correct it. Which of the following features will he use to accomplish the task?

- A. AutoCheck
- B. AutoCorrect
- C. AutoFormat
- D. Spelling and Grammar

Correct Answer: B

QUESTION 3

Sam works in an office and he is assigned with the task of preparing a document. He inserts a picture in the document. He makes some changes to the picture. Now, he wants to discard all the formatting changes made to the picture. Which of the following options will he choose on the Format tab to accomplish the task?

- A. Change Picture
- B. Picture Effects
- C. Color
- D. Reset Picture

Correct Answer: D

QUESTION 4



You work in an office and you are assigned with the task of preparing a report. There are some numerical data in the report. How will you represent the numerical data in the report?

- A. Write data using tabs.
- B. Write data in columns.
- C. Make a chart.
- D. Make a table.

Correct Answer: D

QUESTION 5

You work in an office and you have finished typing a document. What will you do to view the overall structure of the document?

- A. Open the document in Web Layout view.
- B. Open the document in Full Screen Reading view.
- C. Open the document in Outline view.
- D. Open the document in Print Layout view.

Correct Answer: C

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