



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

Word 2010

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#### QUESTION 1

You are typing a document and you want to give references for some words at the end of the document. What will you do to accomplish the task?

- A. Use footnote.
- B. Use header
- C. Use footer.
- D. Use endnote.

Correct Answer: D

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#### QUESTION 2

Which of the following is used to shift all the lines of a paragraph to the right except the first line?

- A. Right Indent
- B. Left Indent
- C. Hanging Indent
- D. First Line Indent

Correct Answer: C

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#### QUESTION 3

You review a document and you want to add some suggestions to a part of the document. What will you do to accomplish the task?

- A. Insert a footer.
- B. Enable Track Changes.
- C. Insert a caption.
- D. Insert a comment. Exam Name: Word 2010

Correct Answer: D

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#### QUESTION 4

You are creating a document. You insert some cartoon characters in it. You want to show the conversation of the cartoon characters. What will you do?



- A. Use SmarArt.
- B. Write text and point to them by arrows.
- C. Use callout.
- D. Draw text boxes above the cartoon characters.

Correct Answer: C

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#### QUESTION 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.

Correct Answer: D

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