



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

Word 2010

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#### QUESTION 1

What will you do to make the formatting of the first page different from the second?

- A. Use a page break.
- B. Use a theme.
- C. Use a section break.
- D. Use Quick Style.

Correct Answer: C

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#### QUESTION 2

John works in an office and he is assigned with the task of preparing a document. He wants to shift the first line of all the paragraphs to the right. What should he do to accomplish the task?

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

Correct Answer: B

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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 comment.
- B. Insert a caption.
- C. Enable Track Changes.
- D. Insert a footer.

Correct Answer: A

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#### QUESTION 4

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 5

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

Correct Answer: C

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