



77-881^{Q&As}

Word 2010

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QUESTION 1

You work as an Office Assistant for BlueSoft Inc. You use Microsoft Word 2010 for creating documents. You have created a document about the financial position of the company. You need to set a password for opening and modifying the

document. Which of the following actions will you perform to accomplish the task? Each correct answer represents a part of the solution.

Choose all that apply.

- A. In the General Options dialog box, in the Password to open or Password to modify box, type a password.
- B. In the Save Options dialog box, in the Password to open or Password to modify box, type a password.
- C. Click the Tools button, and select Save Options.
- D. Open the Save As dialog box. Exam Name: Word 2010
- E. Click the Tools button, and select Web Options.
- F. In the Web Options dialog box, in the Password to open or Password to modify box, type a password.
- G. Click the Tools button, and select General Options.

Correct Answer: ADG

QUESTION 2

Sam works in an office and he is assigned with the task of preparing a document. He inserts a picture in it. Now he wants to remove unwanted parts from it. What will he do to accomplish the task?

- A. Use Reset Picture option.
- B. Erase the unwanted parts.
- C. Use Picture Effects option.
- D. Crop the picture.

Correct Answer: D

QUESTION 3

You work as an Office Assistant for BlueSoft Inc. You use Microsoft Word 2010 for the official work. You have prepared the monthly sales report of your company. What will you do to authenticate the report when it will be sent via e-mail to the head office?

- A. Run Compatibility Checker.
- B. Run Document Inspector.



- C. Encrypt the document.
- D. Add a digital signature.

Correct Answer: D

QUESTION 4

Sam prepares a document. He inserts some tables in it. In one table, Sam wants to combine four cells into a single cell. What should he do to accomplish the task?

- A. Use Banded Columns option.
- B. Use Merge Cells option.
- C. Use Split Cells option.
- D. Use Split Table option.

Correct Answer: B

QUESTION 5

Sam works in an office and he is assigned with the task of preparing a document. He uses Microsoft Word 2010 for creating documents. He inserts a picture in the document. He wants to apply sepia tone to the picture. Which of the following will he choose on the Format tab to accomplish the task?

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

Correct Answer: B

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