

77-725^{Q&As}

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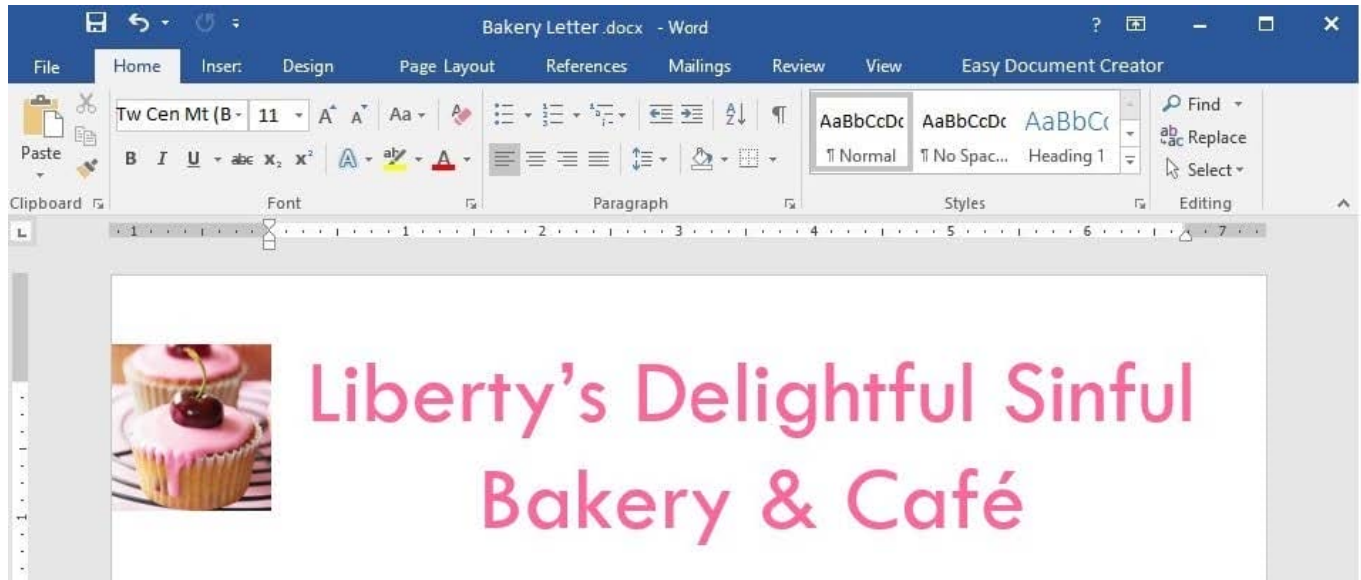
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QUESTION 1

SIMULATION Project 2 of 7: Bakery Letter Overview As the marketing manager for Liberty's Delightful Sinful Bakery and Caf? you want to inform local

businesses that you will now be providing catering services.



December 31, 2018

CATERING SERVICES ARE NOW AVAILABLE Dear Business Owner: Liberty's Delightful Sinful Bakery and Caf? would like to inform you that beginning next month, we will be providing catering and delivery services in your area. We invite you to look over our lunch catering menu

below, and contact us to schedule your next business meeting lunch.

Meal	Price
Box Lunch <i>Includes a signature sandwich, chips, fruit or pasta salad, and a cookie</i>	\$9.95
Signature Salad <i>Includes a signature salad and cookie</i>	\$6.95
Soup and Salad Combo <i>Includes a small soup, full size salad, and cookie</i>	\$8.95
Add-ons <i>20 oz. soda, dessert, chips, pasta or fruit salad</i>	\$1.50-\$2.50

The menu above is a small sample of the options we have available. Liberty's Delightful Sinful Bakery will impress you with excellent service and great food at an affordable price.

We look forward to hearing from you to cater your next meeting.

Sincerely,

Steve Lasker

Owner

Apply table style Grid Table 4 ?Accent 1 to the table in the document.

A.

Correct Answer: See the explanation below.

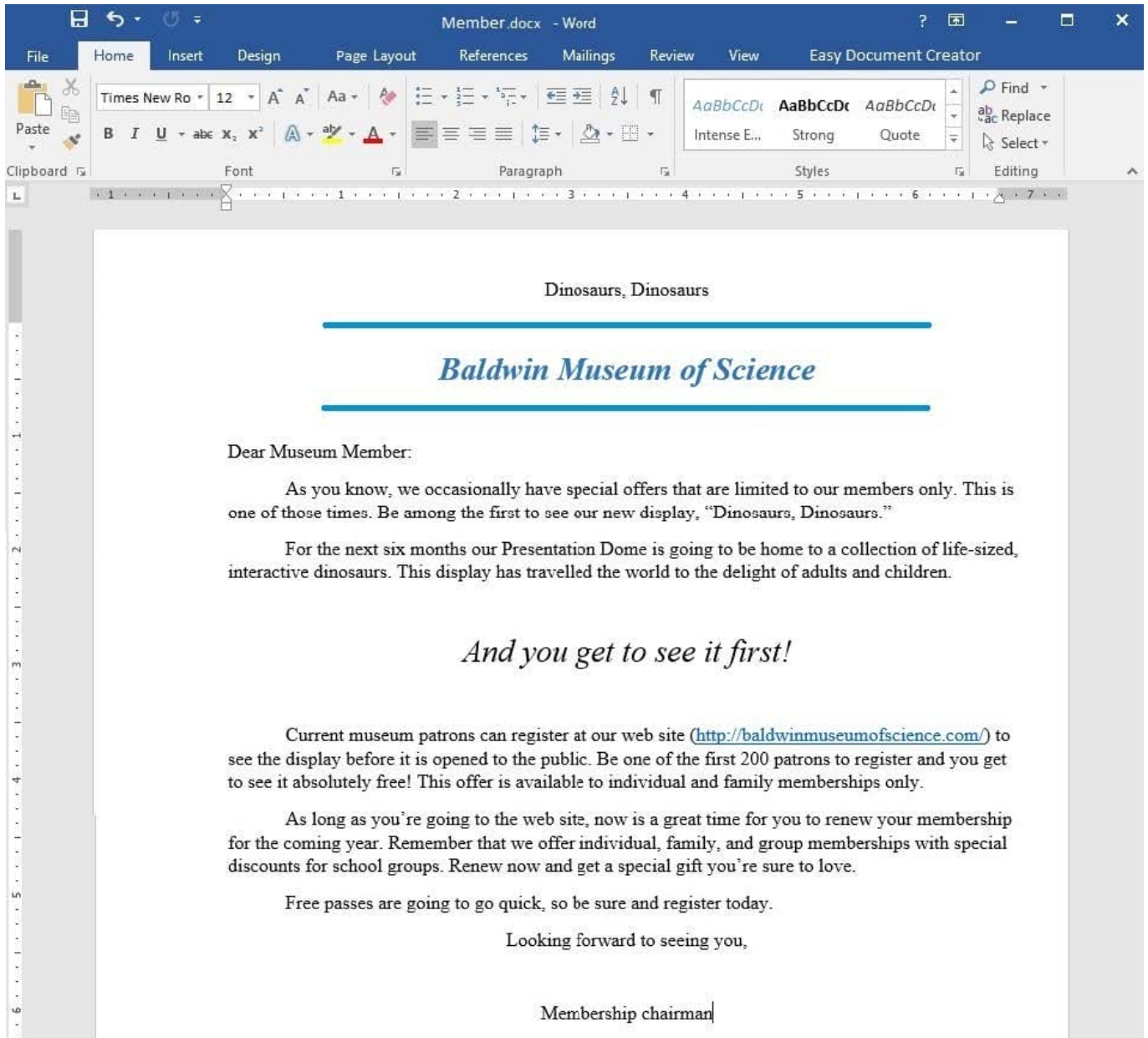
QUESTION 2

SIMULATION

Project 4 of 7: Member

Overview

You are preparing a letter to museum members announcing a new exhibit and urging them to renew their membership.



Use a Word feature to replace each occurrence of the text "patrons" with "members".

A.

Correct Answer: See the explanation below.

QUESTION 3

SIMULATION Project 6 of 7: Recall Overview You work in Customer Communications at Northwind Traders. You are preparing a product recall

announcement.



We regret any inconvenience that this might cause you. Northwind Traders is dedicated to providing you with reliable, high-quality, and safe products. The product sticker on the bottom of the dehydrator can determine whether or not your dehydrator is included in the recall. For affected models, there is a slight risk that the product might overheat when used, resulting in a potential burn hazard. **DO NOT RETURN TO YOUR RETAILER.** Go to the Northwind traders web site at [http:// www.northwindtraders.com/](http://www.northwindtraders.com/) and click on the "Product Recall" banner at the top of the page for return instructions. You will receive a full refund for the dehydrator and we will also ship you a replacement dehydrator.

REMINDER:

Copy the text "UNPLUG AND DO NOT USE THIS DEHYDRATOR" and paste it after the text "REMINDER:". The pasted text should be left-justified and bold.

A.

Correct Answer: See the explanation below.

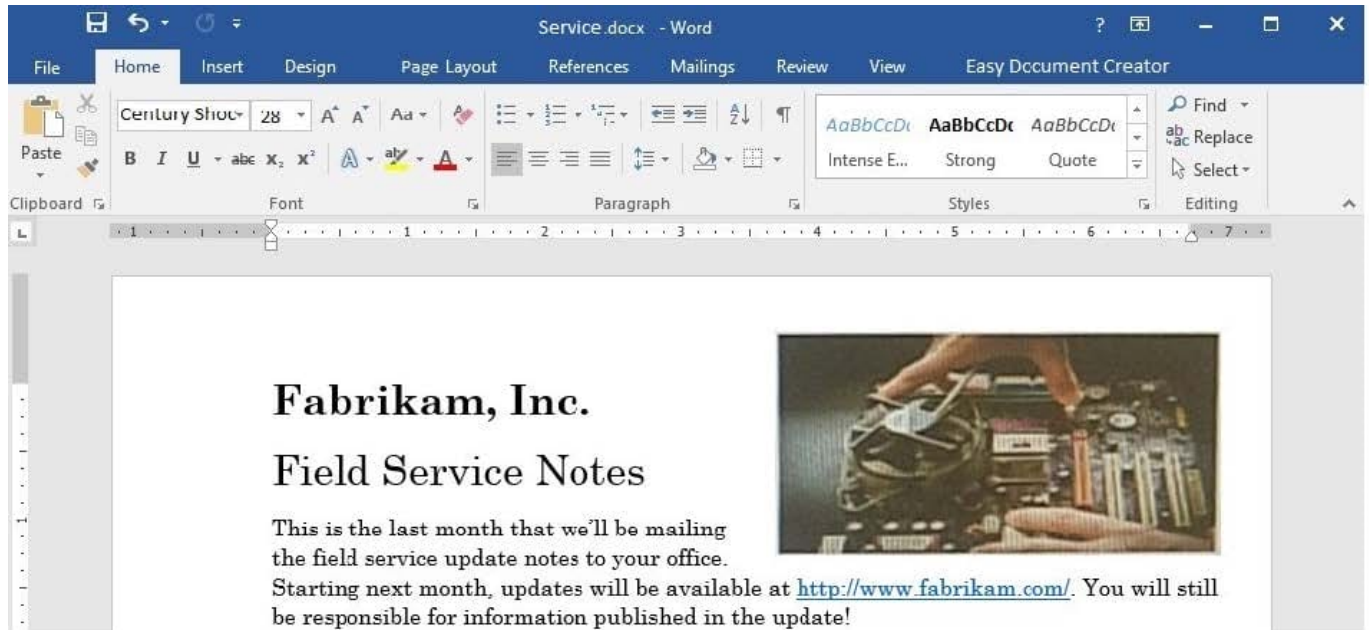
QUESTION 4

SIMULATION

Project 3 of 7: Service

Overview

You are an administrative assistant for Fabrikam, Inc.'s Field Service division. You are preparing the monthly newsletter to be sent out to field service engineers.



Remember that mileage reimbursement claims must be submitted by the 15th of each month. Save the mileage form as a PDF file and email it to your regional supervisor.

Bonuses are Changing

New Depot Return Process

All offices have received the new tracking form for repair depot returns. Complete the following tasks when returning parts for repair:

Complete all fields in the Field Service section of the form.

Remove the top copy and file it in your office.

Securely attach the form to the part.

Package the part for shipment.

Ship to the home office and clearly label the box "For depot return".

All returns must be shipped to the home office to receive credit. The regional depots will close in two months and will not be accepting return shipments.

Vice President's Corner

NOTE TO SELF: If the VP doesn't provide content by Wednesday, delete this section and put in something generic about customer satisfaction.

Quarterly Results

NOTE TO SELF: This is a placeholder charter. Update the chart after the actual results are available on Monday.



Add the contents of the file return.docx in the Documents folder below the heading "Bonuses are Changing".

A.

Correct Answer: See the explanation below.

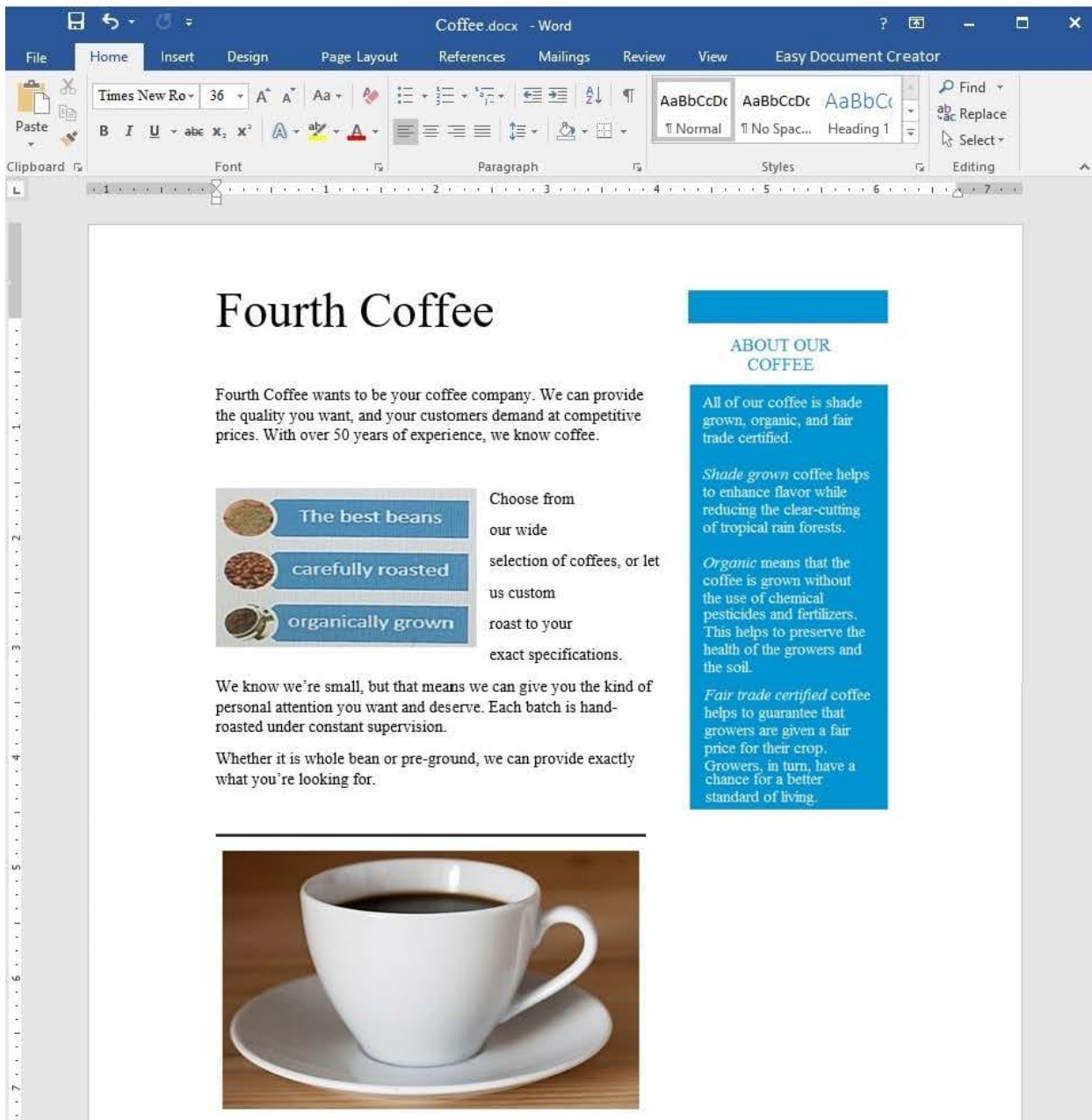
QUESTION 5

SIMULATION

Project 7 of 7: Coffee

Overview

You are preparing a flyer for use at a commercial foods trade show. You are editing the document in response to client requests.



Apply the Soft Round Bevel picture effect to the image of a coffee cup on a saucer.

A.

Correct Answer: See the explanation below.

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