77-881^{Q&As}

Word 2010

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QUESTION 1

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. Create Quick Style.

C. Insert Smart Art object.

D. Insert building blocks.

Correct Answer: C

QUESTION 2

John prepares a document. He inserts some tables in it. In one table, John wants to divide a cell into two rows and four columns. What should he do to accomplish the task?

A. Use the Split Cells option.

B. Use the Merge Cells option.

C. Draw lines in the cell to divide it.

D. Use the Split Table option.

Correct Answer: A

QUESTION 3

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 4

You work in an office and you are assigned with the task of preparing a document. You have inserted some images in the document. What will you do to insert a list of all the captions of the images along with the page numbers they appear

on?

A. Insert an Index.

B. Insert Table of Contents.

C. Insert Table of Authorities.

D. Insert Table of Figures

Correct Answer: D

QUESTION 5

You work as an Office Assistant for BlueSoft Inc. You have created a document in Microsoft Office Word. You need to view the document as it will appear on the printed page. Which of the following views will you use to accomplish the task?

A. Web Layout

B. Draft

C. Print Layout

D. Full Screen Reading

Correct Answer: C

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