



77-881^{Q&As}

Word 2010

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**QUESTION 1**

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 2

You work as an Office Assistant for BlueSoft Inc. You use Microsoft Word 2010 for the official work. You have created a document. You need to insert a hyperlink in the document. You select the text that is to be displayed as a hyperlink. Which of the following shortcut keys will you use to open the Insert Hyperlink dialog box?

- A. Ctrl+H
- B. Ctrl+N
- C. Ctrl+P
- D. Ctrl+K

Correct Answer: D

QUESTION 3

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

QUESTION 4

What technique will you use to give the professional look to overall document?



- A. Create a Quick Style.
- B. Create a template.
- C. Create a theme.
- D. Change the look by formatting.

Correct Answer: C

QUESTION 5

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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