

QUESTIONS & ANSWERS

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Microsoft

77-881

Word 2010



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QUESTION: 44

You work as a manager at ABC.com. You are using Microsoft Office Word 2010 to create a company report. The report will be sent to senior managers and board members. You are unsure of which version of Microsoft Office the recipients are using. You need to ensure that any Microsoft Office 2010 features used to create the report are supported by previous versions of Microsoft Office. What should you do to prepare the document before sending?

- A. You should add a digital signature to the document.
- B. You should check the document using the Compatibility Checker.
- C. You should check the document using the Accessibility Checker.
- D. You should mark the document as final.

Answer: B

QUESTION: 45

You work in the office at ABC.com. You have written a letter using Microsoft Office Word 2010. You need to send the letter to 100 customers. You need to print 100 envelopes with the name and address of each customer. What is the easiest way to address the envelopes?

- A. You should make use of Building Blocks.
- B. You should make use of a Quick Style.
- C. You should make use of Mail Merge.
- D. You should make use of a Signature Line.

Answer: C

QUESTION: 46

Your work at ABC.com includes the preparation of company documents using Microsoft Office Word 2010. You have finished typing a long document. You now want to check the structure of the document and move sections of text or headings around if necessary. Which document view should you use?

- A. Print Layout.
- B. Full Screen Reading.
- C. Normal.
- D. Outline.
- E. Draft.

Answer: D

QUESTION: 47

You work as an Office Administrator at ABC.com. You use Microsoft Office Word 2010 to create company documents. Your manager has asked you to create a company newsletter that will be sent out to employees every month. The format and layout of the newsletter will remain the same every month. You create a template to ease the task of creating a newsletter every month. You want to check your document for content that people with disabilities might find difficult to read. How should you check the document?

- A. You should add an object to the document.
- B. You should run the Compatibility Checker.
- C. You should run the Accessibility Checker.
- D. You should run the SpellChecker.

Answer: C

QUESTION: 48

You work in the office at ABC.com. You are using Microsoft Office Word 2010 to prepare a document. The text is currently aligned to the left margin of the document. You want to align the text in the document to the both the left and right margins. How can you align the text as required?

- A. You should consider selecting the Center align option.
- B. You should consider selecting the Right align option.
- C. You should consider selecting both the Left align and Right align options.
- D. You should consider selecting the Justify option.

Answer: D

QUESTION: 49

Your work at ABC.com includes the preparation of company documents using Microsoft Office Word 2010. You have finished typing a 50 page document. You want to further separate the paragraphs in the document by adding extra space between the paragraphs. How can you increase the space between the paragraphs in the document?

- A. By using the Line Numbers option.
- B. By pressing the Enter key at the end of each paragraph.

- C. By using the Breaks option.
- D. By using the Line and Paragraph Spacing option.

Answer: D

QUESTION: 50

You work in the office at ABC.com. Your computer has just been upgraded from Microsoft Office 2007 to Microsoft Office 2010. You create a document using Microsoft Office Word 2010. To verify the integrity of the document, you want to add a digital signature. In Microsoft Word 2007, you would get to the digital signature option by clicking the Microsoft Office button. The Microsoft Office button is no longer available in Microsoft Office 2010. Which new tab has taken the place of the Microsoft Office button?

- A. The Tools tab.
- B. The New tab.
- C. The File tab.
- D. The Menu tab.

Answer: C

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