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77-601

Microsoft

MOS- Using Microsoft Office Word 2007

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QUESTION: 1

Sam works in an office and he is preparing an important document. The document has to be sent to the head office. What will Sam do to ensure the integrity of the document?

- A. Use Document Inspector.
- B. Encrypt the document.
- C. Add a digital signature.
- D. Mark the document as final.

Answer: C

Explanation:

Digital signature is used to verify the source of the document. It is used to determine whether a document is likely to contain malicious elements.

Answer option B is incorrect. It is used to protect the document using encryption.

Answer option A is incorrect. Document Inspector is used to remove the hidden data and personal information from the documents.

Answer option D is incorrect. Marking the document as final will make it read-only.

QUESTION: 2

Sam works as a Marketing Executive for TechPerfect Inc. The company has recently launched a new product. The company asks Sam to send information of the new product to all its existing customers. What will Sam do to accomplish the task?

- A. Use a template.
- B. Use a Quick Style.
- C. Use building blocks.
- D. Use Mail Merge.

Answer: D

Explanation:

Mail Merge is used to quickly create multiple letters, e-mail messages, mailing labels, envelopes, and a directory. It uses two files for creating a document. It is used to create a set of documents, such as letters, in which the information contained in the letter is the same but the address of each person is different.

Answer option A is incorrect. A template is a tool that is used to create a standard layout and the look and feel across multiple pages. A user creates a template when he wants to apply the same layout to multiple pages in a document. When he makes a change in the template, all the pages associated with it are affected and the corresponding change is reflected in all the pages.

Answer option B is incorrect. Quick Style is a set of stored formats that are applied all at once anywhere in the document. Rather than choosing different types of formats every

time and applying them, a user can create a Quick Style and apply it at other places in the same document or in other documents.

Answer option C is incorrect. Building blocks are items that are created by using the Quick Parts tool. These items can be reused in other documents. For example, the logo of a company can be saved as a building block and can be applied when and where needed.

QUESTION: 3

You are working in an office and you are assigned with the task of typing some document. At certain places in the document, the logo and the address of the company is to be used. What will you do to ease the task of applying the logo and the address at various places?

- A. Create a building block and apply where necessary.
- B. Create a theme.
- C. Create a template.
- D. Copy and paste the logo and the address.

Answer: A

Explanation:

Building blocks are items that are created by using the Quick Parts tool. These items can be reused in other documents. For example, the logo of a company can be saved as a building block and can be applied when and where needed.

Answer option C is incorrect. A template is a tool that is used to create a standard layout and the look and feel across multiple pages. A user creates a template when he wants to apply the same layout to multiple pages in a document. When he makes a change in the template, all the pages associated with it are affected and the corresponding change is reflected in all the pages.

Answer option B is incorrect. A theme is used to create a professional and well-designed document. It is a set of formatting choices such as a set of theme colors, theme fonts, and theme effects. When a theme is applied to a document, the following are customized. hyperlink colors, body and heading styles, lists, table border colors, and background colors.

Answer option D is incorrect. This option is not appropriate because it will take a lot of time. It is also not appropriate because the tool for doing the task is available.

QUESTION: 4

You are typing a document and you want that the date of creation of the document should appear on the top of each page. What will you do to accomplish the task?

- A. Type the date on top of each page.
- B. Create a template.
- C. Create a footer.

D. Create a header.

Answer: D

Explanation:

Header is an area in a document where a user can put vital information such as page number, date of creation of document, time of creation of document, filename, and other information. It always appears on the top of each page.

Answer option A is incorrect. This option is not appropriate because it will consume a lot of time. Answer option B is incorrect. A template is a tool that is used to create a standard layout and the look and feel across multiple pages. A user creates a template when he wants to apply the same layout to multiple pages in a document. When he makes a change in the template, all the pages associated with it are affected and the corresponding change is reflected in all the pages.

Answer option C is incorrect. Footer is an area in a document where a user can put vital information such as page number, date of creation of document, time of creation of document, filename, and other information. It always appears on the bottom of each page.

QUESTION: 5

John works in an office and he assigned with the task of typing a document. He wants to include some images in the document. What he should do so that the text automatically adjusts around the image?

- A. Use word wrap.
- B. Use SmartArt.
- C. Use text wrapping.
- D. Use text alignment.

Answer: C

Explanation:

Text wrapping is a feature in which the text automatically adjusts itself around the pictures, shapes, and tables with any position or style a user wants.

Answer option A is incorrect. Word wrap is a feature in which the text automatically goes to the next line when it encounters the margin of the page.

Answer option D is incorrect. Text alignment is the arrangement of text along the margin of a document.

Answer option B is incorrect. SmartArt is a set of pre-formatted and editable diagrams that a user can use in a document to increase its quality. SmartArt includes templates for a list, process, cycle, hierarchy, relationship, matrix, and pyramid. When a SmartArt object is inserted, a Text Pane appears next to it to help the user to enter the text in the hierarchical levels.

QUESTION: 6

John makes a picture and he wants the picture to be inserted at certain places in the document. What will he do to accomplish the task?

- A. Copy and paste the picture at desired places.
- B. Save the picture in a file and insert it where necessary.
- C. Save the picture as building block and insert it where necessary.
- D. Save picture as SmartArt and use it where necessary.

Answer: C

Explanation:

Building blocks are items that are created by using the Quick Parts tool. These items can be reused in other documents. For example, the logo of a company can be saved as a building block and can be applied when and where needed.

Answer option B is incorrect. This option is not appropriate because tool for performing the activity is available.

Answer option D is incorrect. User cannot save anything as a SmartArt object.

Answer option A is incorrect. This option is not appropriate because it will consume a lot of time.

QUESTION: 7

You work in an office and you are assigned with the task of creating a document. The document has to be shared with all the employees. You want to restrict the edit, copy, and print permission of all the shared users. What will you do to accomplish the task?

- A. Encrypt the document.
- B. Restrict the permission for the document.
- C. Mark the document as final.
- D. Inspect the document.

Answer: B

Explanation:

Restrict Permission is used to grant access to other users while restricting their ability to edit, copy, and print. It is also used to set the expiration date for a document.

Answer option D is incorrect. Inspecting the document will remove hidden information from it.

Answer option A is incorrect. Encrypting the document will protect it with the help of a password.

Answer option C is incorrect. Marking the document as final will make it read-only.

QUESTION: 8

You work in an office and you are assigned with the task of preparing a document with some pictures. Size of the document is very large due to the inclusion of the pictures. What will you do to reduce the size of the pictures?

- A. Compress the pictures.
- B. Make the pictures smaller in size.
- C. Use AutoCorrect feature.
- D. Restrict the permission.

Answer: A

Explanation:

Compression is the process of reducing the size of data in order to save space. Compression also helps in reducing the time required to send data over the Internet.

Answer option B is incorrect. This will reduce the size of the picture but it will also make the picture smaller in size and the contents of the picture will also not be so clear.

Answer option C is incorrect. AutoCorrect is a feature that is used to correct misspelled words automatically as they are typed. For example, if 'whta' is typed instead of 'what', then it gets corrected automatically when the spacebar is pressed after it. The AutoCorrect feature is also used to correct typographical errors, grammatical mistakes, and wrong capitalization. Common mistakes and their corrections are stored as AutoCorrect entries.

Answer option D is incorrect. It is used to grant access to the users.

QUESTION: 9

Sam works in an office and he is assigned with the task of preparing a document. He inserts a picture in the document. Now he wants to change the height and width of the picture. Which of the following groups will he choose to accomplish the task?

- A. Size
- B. Adjust
- C. Picture Styles
- D. Arrange

Answer: A

Explanation:

The Size group comprises Shape Height and Shape Width options to change the height and width of the picture. It is found on the Format tab, which appears when a picture is selected.

Answer option D is incorrect. The Arrange group is used to arrange the selected picture on the page according to the user's need. It is found on the Format tab, which appears when a picture is selected.

Answer option C is incorrect. The Picture Styles group is used to apply various styles to the picture, change the shape of the picture, change the border of the picture, and apply various visual effects such as glow, reflection, etc. to the picture. It is found on the Format tab, which appears when a picture is selected.

Answer option B is incorrect. The Adjust group comprises options to set the contrast, brightness, color mode, etc. of the picture. It is found on the Format tab, which appears when a picture is selected.

QUESTION: 10

Fill in the blank with the appropriate Answer The Font dialog box can be launched by pressing the keys.

Answer:

Ctrl+D

Explanation:

The Font dialog box can be launched by pressing the Ctrl+D keys.

QUESTION: 11

Steve works as an Office Assistant for BlueTech Inc. He is assigned with the task of reviewing a lengthy document. He wants to have an overview of the document, so he decided to navigate the document through its structural view. Which of the following actions will he take to accomplish the task?

- A. Open the document map.
- B. Open the thumbnail pane.
- C. Navigate by pressing arrow keys.
- D. Navigate using the scrollbars.

Answer: A**Explanation:**

Document Map is an alternative to the Outline View. It uses the same outline levels as employed in an Outline View. It is shown along the left side of the document window. It



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