

77-881

Microsoft

Word 2010

OfficialCerts.com is a reputable IT certification examination guide, study guides and audio exam provider. We ensure that you pass your 77-881 exam in first attempt and also get high scores to acquire Microsoft certification.

If you use OfficialCerts 77-881 Certification questions and answers, you will experience actual 77-881 exam questions/answers. We know exactly what is needed and have all the exam preparation material required to pass the exam. Our Microsoft exam prep covers over 95% of the questions and answers that may be appeared in your 77-881 exam. Every point from pass4sure 77-881 PDF, 77-881 review will help you take Microsoft 77-881 exam much easier and become Microsoft certified.

Here's what you can expect from the OfficialCerts Microsoft 77-881 course:

- * Up-to-Date Microsoft 77-881 questions as experienced in the real exam.*
- * 100% correct Microsoft 77-881 answers you simply can't find in other 77-881 courses.*
- * All of our tests are easy to download. Your file will be saved as a 77-881 PDF.*
- * Microsoft 77-881 brain dump free content featuring the real 77-881 test questions.*

Microsoft 77-881 certification exam is of core importance both in your Professional life and Microsoft certification path. With Microsoft certification you can get a good job easily in the market and get on your path for success. Professionals who passed Microsoft 77-881 exam training are an absolute favorite in the industry.

You will pass Microsoft 77-881 certification test and career opportunities will be open for you.

<http://www.officialcerts.com/exams.asp?examcode=77-881>



Exam Name:	Word 2010	Exam Code:	77-881
Exam Type:	Microsoft	Total Questions:	102
Certification	Microsoft Office Specialist (MOS)		

Question: 1

You type a document and you want to insert header from third page. Which of the following technique will you use to accomplish the task?

- A. Go to the third page and insert header.
- B. Use a Quick Style.
- C. Use page break.
- D. Use section break.

Answer: D

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.

Answer: A

Question: 3

Sam works in an office and he is assigned with the task of preparing a document. He uses Microsoft Word 2010 for creating documents. He inserts a picture in the document. He wants to apply sepia tone to the picture. Which of the following will he choose on the Format tab to accomplish the task?

- A. Change Picture
- B. Color
- C. Picture Effects
- D. Reset Picture

Answer: B

Question: 4

You work in an office and you are assigned with the task of writing a document. In the document, there are some words that need reference. What will you do to give the reference for the words on the same page?

- A. Type the reference at the end of the page.
- B. Create footnote.
- C. Create header.
- D. Create footer.

Answer: B

Question: 5

You review a document and you want to add some suggestions to a part of the document. What will you do to accomplish the task?

- A. Insert a footer.
- B. Enable Track Changes.
- C. Insert a caption.
- D. Insert a comment.

Exam Name:	Word 2010	Exam Code:	77-881
Exam Type:	Microsoft	Total Questions:	102
Certification	Microsoft Office Specialist (MOS)		

Answer: D

Question: 6

You work in an office and you are assigned with the task of typing a document. In the document, some words have the same type of formatting. What will you do to ease the task of applying the same type of formatting to different words?

- A. Create a Quick Style.
- B. Create a template.
- C. Select all the words together and apply the formatting.
- D. Create a theme.

Answer: A

Question: 7

John wants to send letters to invite his fifty friends on his birthday party. What will he do to ease the task of creating fifty letters?

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

Answer: B

Question: 8

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

Answer: C

Question: 9

Sam prepares a document. He inserts some tables in it. In one table, Sam wants to combine four cells into a single cell. What should he do to accomplish the task?

- A. Use Banded Columns option.
- B. Use Merge Cells option.
- C. Use Split Cells option.
- D. Use Split Table option.

Answer: B

Question: 10

John works as an Office Assistant for HappyTech Inc. He is assigned with the task of creating invitation cards for his colleagues. There are about 200 employees in the company. What should he do to ease the creation of cards?

- A. Create individual invitation cards.

OfficialCerts.com Certification Exam Full Version Features;

- Verified answers researched by industry experts.
- Exams **updated** on regular basis.
- Questions, Answers are downloadable in **PDF** format.
- **No authorization** code required to open exam.
- **Portable** anywhere.
- 100% success **Guarantee**.
- **Fast**, helpful support 24x7.

View list of All exams we offer;

<http://www.officialcerts.com/allexams.asp>

To contact our Support;

<http://www.officialcerts.com/support.asp>

View FAQs

<http://www.officialcerts.com/faq.asp>

Download All Exams Samples

<http://www.officialcerts.com/samples.asp>

To purchase Full Version and updated exam;

<http://www.officialcerts.com/allexams.asp>



Shop now using **PayPal**



3COM	CompTIA	Filemaker	IBM	LPI	OMG	Sun
ADOBE	ComputerAssociates	Fortinet	IISFA	McAfee	Oracle	Sybase
APC	CWNP	Foundry	Intel	McData	PMI	Symantec
Apple	DELL	Fujitsu	ISACA	Microsoft	Polycom	TeraData
BEA	ECCouncil	GuidanceSoftware	ISC2	Mile2	RedHat	TIA
BICSI	EMC	HDI	ISEB	NetworkAppliance	Sair	Tibco
CheckPoint	Enterasys	Hitachi	ISM	Network-General	SASInstitute	TruSecure
Cisco	ExamExpress	HP	Juniper	Nokia	SCP	Veritas
Citrix	Exin	Huawei	Legato	Nortel	See-Beyond	Vmware
CIW	ExtremeNetworks	Hyperion	Lotus	Novell	Google	

You have made the
Right Choice

You are becoming member of most comprehensive, accurate, highest quality and lowest cost certification resource in the world.

