Vendor: Microsoft

Exam Code: 77-887

Exam Name: Microsoft Word 2010 Expert

Version: Demo

QUESTION 1

You work as an Office Assistant for uCertify Inc. You use Microsoft Word 2010 for official work. You have created a document and you want to insert a predefined table calendar with large month names and thick week separators. Choose and reorder the required steps to insert the quick table.

○ Correct Answer   ● Your Answer

Correct Steps

Choose from here

Click Table to Contents.
Select the table type to be applied.
Click the Table button.
Click Cross Reference.
Click the References tab.
Click Quick Parts.
Click the Insert tab.
Click the Quick Table option.

Correct Answer:

Explanation: In Microsoft Word 2010, a table helps a user to align columns and rows of text with ease. Take the following steps to insert a quick table:

1. Click on the location on which you want to add the table. Click on the Insert tab. Click the table button.

2. Point to the Quick Tables option. Select the desired table to be inserted.
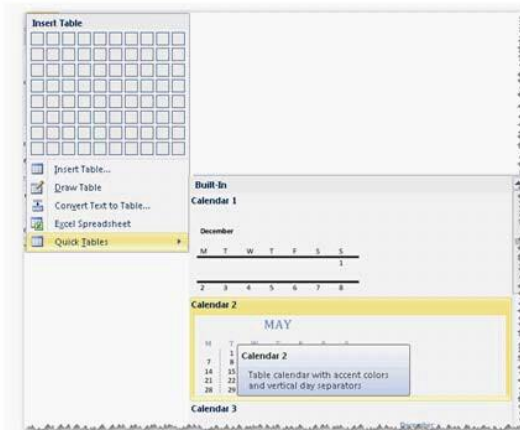
QUESTION 2

You work as an Office Assistant for BlueSoft Inc. You use Microsoft Word 2010 for creating documents. You have created a document about the financial position of the company. You need to set a password for opening and modifying the document. Which of the following actions will you perform to accomplish the task?

Each correct answer represents a part of the solution. Choose all that apply.

☐ A: Click the Tools button, and select General Options.

☐ B: Click the Tools button, and select Web Options.

☐ C: Open the Save As dialog box.

☐ D: Click the Tools button, and select Save Options.

☐ E: In the Web Options dialog box, in the **Password to open** or **Password to modify** box, type a password.

☐ F: In the General Options dialog box, in the **Password to open** or **Password to modify** box, type a password.

☐ G: In the Save Options dialog box, in the **Password to open** or **Password to modify** box, type a password.
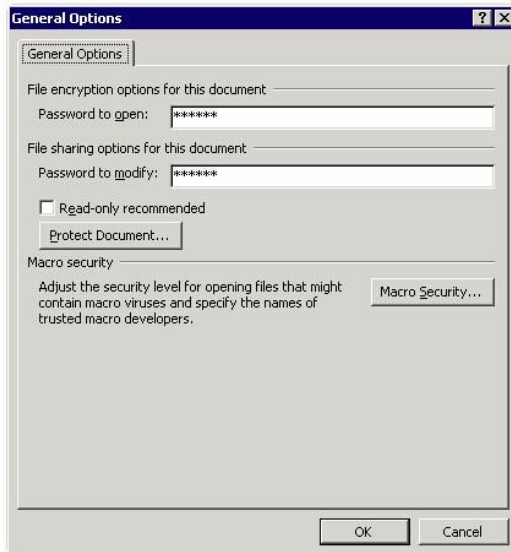
Correct Answer: ACF

Explanation: Answer options C, A, and F are correct.

Take the following steps to set a password for a document:

1. Open the Save As dialog box.

2. Click the Tools button, and select General Options.
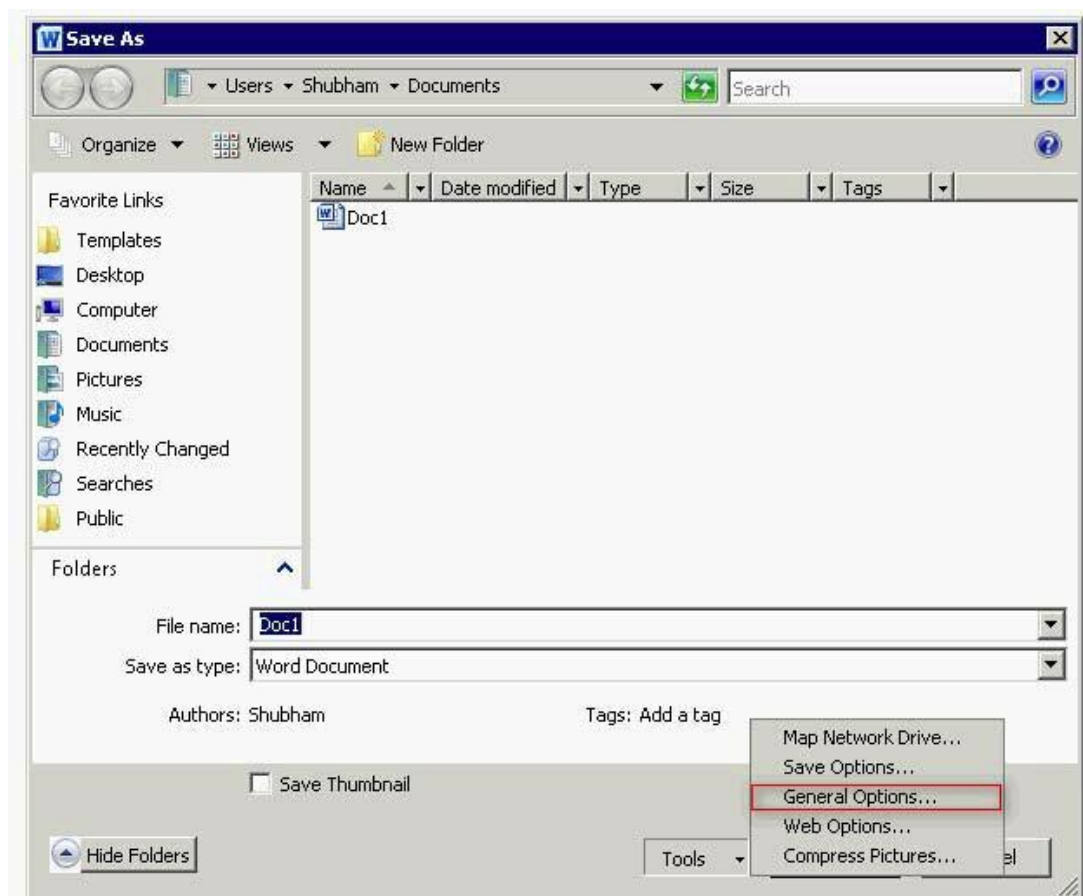
3. In the General Options dialog box, in the **Password to open** or **Password to modify** box, type a password.

```
General Options                                    [?][X]
 ┌─────────────┐
 │General Options│
 └─────────────┘
 ┌─ File encryption options for this document ──────────┐
 │ Password to open:    [******              ]          │
 └──────────────────────────────────────────────────────┘
 ┌─ File sharing options for this document ─────────────┐
 │ Password to modify:  [******              ]          │
 │                                                       │
 │ □ Read-only recommended                               │
 │ [ Protect Document... ]                               │
 └───────────────────────────────────────────────────────┘
 ┌─ Macro security ──────────────────────────────────────┐
 │ Adjust the security level for opening files that might │
 │ contain macro viruses and specify the names of         │    [ Macro Security... ]
 │ trusted macro developers.                              │
 └───────────────────────────────────────────────────────┘


                                        [ OK ]   [ Cancel ]
```

Answer options D, B, E, and G are incorrect. The Web Options or Save Options dialog box does not contain any option to set a password for opening and modifying the document.

QUESTION 3

You work as an Office Assistant for uCertify Inc. You are creating a document in Microsoft Word 2010. You want to add text entries that are inserted automatically when you type a specific set of characters. Choose and reorder the steps that you will perform to add text entries that are inserted automatically.

○ Correct Answer ⦿ Your Answer

Correct Steps

Choose from here

Click the Ok button twice.
Click the AutoCorrect tab.
Click Options.
Click the Proofing pane.
Select the AutoComplete drop-down list.
Type the characters to be used.
Click the AutoCorrect Options button.
Select the Replace text as you type check box.
Click the Add button.
Click the File tab.
Click AutoComplete button.

Correct Answer:

Explanation: In Word 2010, AutoCorrect is a feature that corrects common mistakes as you type in word documents. The AutoCorrect dialog box must be used to add text entries that are inserted automatically when a user types a specific set of characters. Take the following steps to add text automatically:

1. Click the File tab. Click Options.

2. The Word Options dialog box opens. Click Proofing pane.

3. Click the AutoCorrect Options button.

4. Click the AutoCorrect tab. Select Replace text as you type the check box. Under Replace, type the characters that you want to use for the automatic text. The With text box contains text that is selected in the document that should appear. Click the Add button, click the Ok button twice.
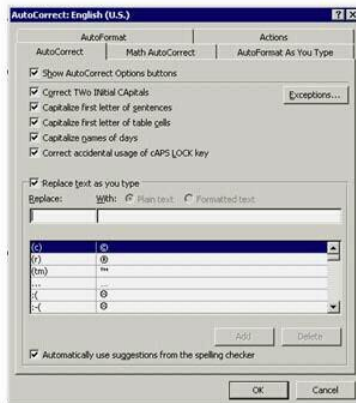
QUESTION 4

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 run the spelling checker. Mark the tab on which you will click to accomplish the task.

Correct Answer:

Explanation: You will click the Review tab to run the spelling checker.

QUESTION 5

You are creating a document in Microsoft Word 2010. You want to prepare the document by turning a photo as the background image so that you can brand or decorate the document. Choose and reorder the required steps that will you take to use a photo as the background image.

○ Correct Answer   ● Your Answer

Correct Steps

Choose from here

Click the Background button.
Click the Picture watermark radio button.
Click the Insert button.
Click Watermark.
Select Custom Watermark.
Select the picture to be inserted.
Click on the Home tab.
Click on the View tab.
Click the Select Picture button.
Click on the Page Layout tab.
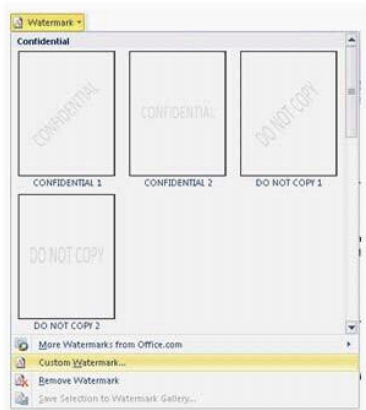
*Sequence of the selected item is not required.

Correct Answer:

Explanation: You can convert a picture, clip art, or photo into a watermark. Take the following steps to convert a picture into a watermark:

1. Click on the Page Layout tab. In the Page Background group, click Watermark.
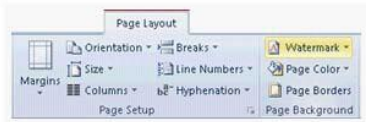
2. Select Custom Watermark from the Watermark drop-down list.

3. The Printed Watermark dialog box opens. Click the Picture Watermark radio button.

4. Click the Select Picture button.

5. The Insert Picture dialog box opens. Select the picture to be inserted, and then click the Insert button.
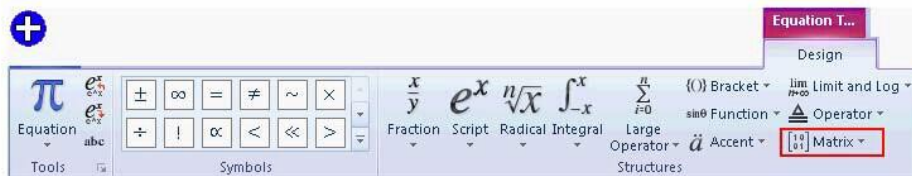
QUESTION 6

You are preparing a document in Microsoft Word 2010. The Word document is explaining details about matrices. You have inserted an equation in the document and you want to add the following structure to the equation:

```
1   0   0
0   1   0
0   0   1
```
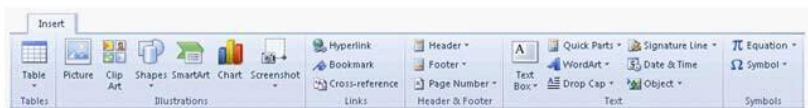
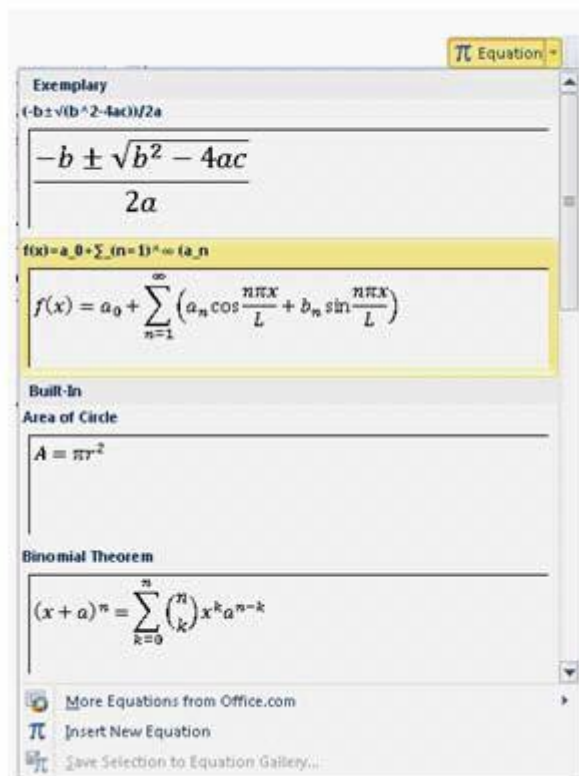Mark the option/button in the following image of the Design tab under Equation Tools to accomplish the task.

Correct Answer:

Explanation: Microsoft Word 2010 provides built-in support for writing and editing equations. You can add different structures to an equation by using the Structures group of the Design tab. Take the following steps to insert a commonly used math structure:
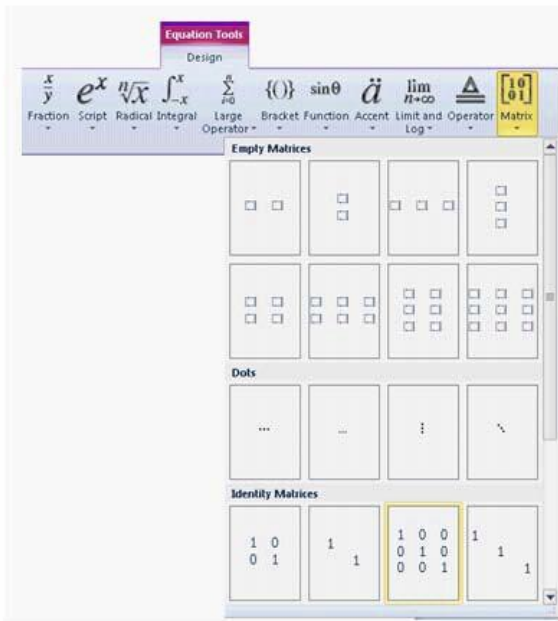
1. Click on the Insert tab. In the Symbols group, click the arrow next to Equation.

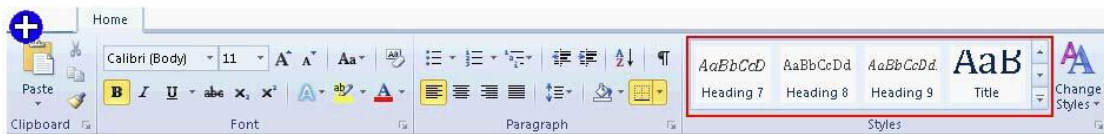2. Click on the equation to be inserted.

3. Under Equation Tools, click on the Design tab. In the Structures group, click the structure type to be applied.


QUESTION 7

Mark the option or button in the following image of the Home tab to apply character styles to a word.

Correct Answer:

Explanation: Character styles are used to determine the look of the text in a document. These styles are marked with the character symbol:
a. A user can apply the style to the entire word by clicking anywhere on the word. Take the following steps to apply character styles:

1. Click on the word you want to format.
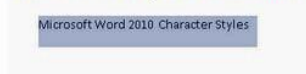
2. Click on the Home tab. In the Styles group, select the style to be applied. Only the word where you clicked is formatted when you point to a character style. Click the character style that you want to use.
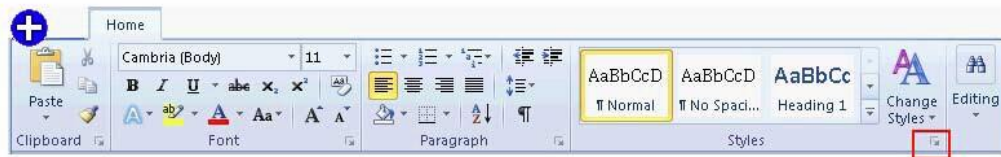

3. The word that you selected is formatted with the characteristics of the style that you have chosen.

QUESTION 8

Mark the option/button in the following image of the Home tab to modify a character style.

Correct Answer:

Explanation: You can modify a style by using the dialog box launcher in the Styles on the Home tab. Take the following steps to modify a character style:
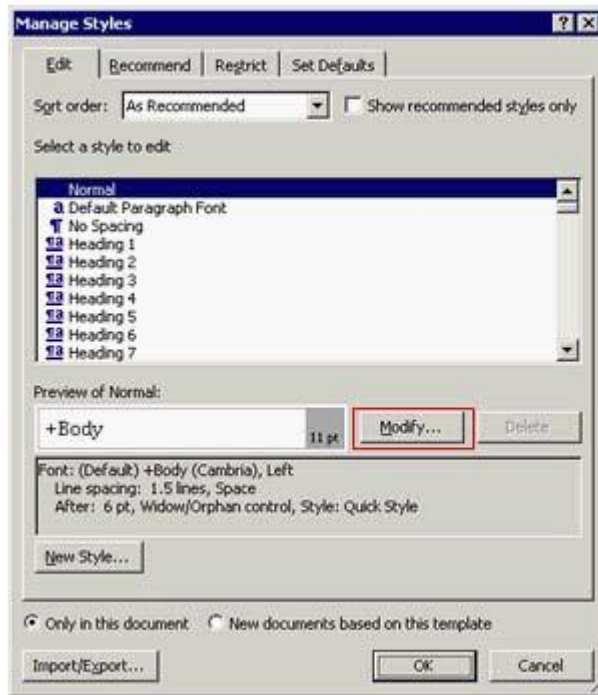
1. Click on the Home tab, and select the style that you want to modify from the Styles group.

2. Click the Styles dialog box launcher.
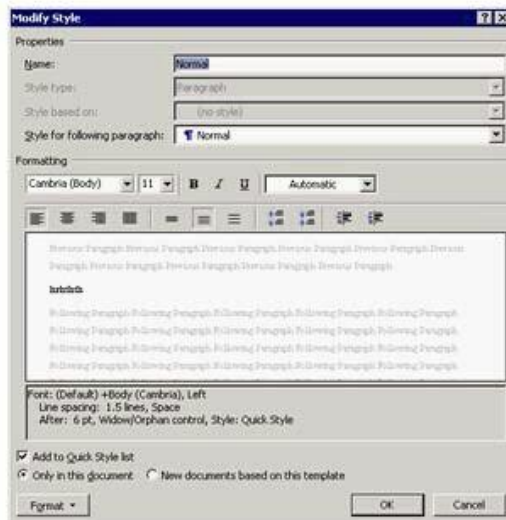

3. The Styles pane opens. Click the Options link.

4. The Manage Styles dialog box opens. Click the Modify button.


5. The Modify Style dialog box opens. Specify the modification, and click the OK button twice.

QUESTION 9

The Developer tab provides the options for creating a macro. By default, Word 2010 does not display the options for creating a macro. In order to display the options, you must turn on Word's Developer tab. Mark the option in the following image of the File menu to display the Developer tab.
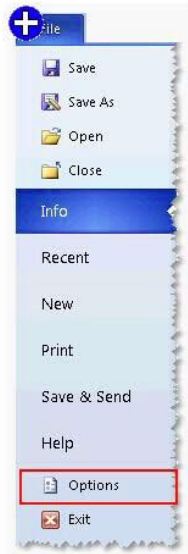
Correct Answer:

Explanation: A macro is a tool that is used to record the steps to perform a particular task. It is a set of tasks that can be performed by clicking a Quick Access toolbar button, pressing a shortcut key, or by selecting the macro from a list. In Word 2010, a user can include any command in Microsoft Word. A user can use Visual Basic for Applications (VBA) to create or edit a macro. VBA is a macro-language version of Microsoft Visual Basic, which is used to program Microsoft Windows-based applications. Take the following steps to show the developer tab:

1. Click the File menu and then click Options.

2. Click the Customize Ribbon pane.

3. Under Customize the Ribbon, select the Developer check box. Click the Add>> and OK buttons.
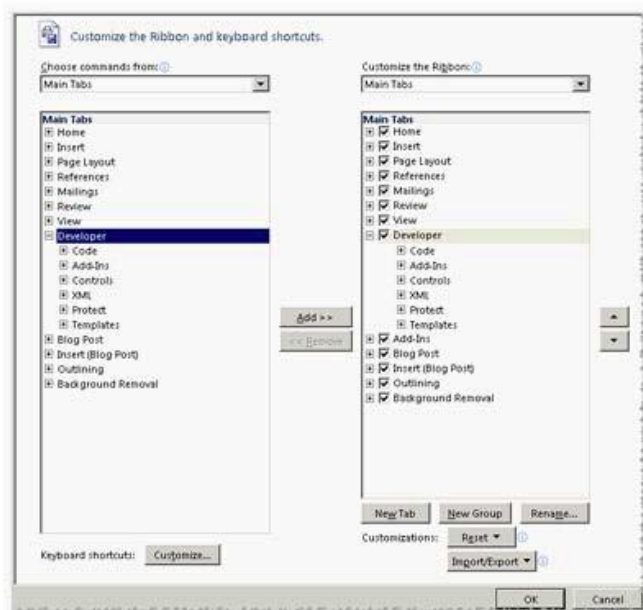
QUESTION 10

Which of the following macro options disables all macros and security alerts if macros are not digitally signed?

- A: Disable all macros except digitally signed macros.
- B: Disable all macros without notification.
- C: Disable all macros with notification.
- D: Enable all macros.

Correct Answer: B

Explanation: Answer option B is correct.

The Disable all macros without notification option disables all macros and security alerts. The Disable all macros without notification option is used if macros are not digitally signed.

The various macro options available in MS Office Word 2010 are as follows:

1. **Disable all macros without notification:** This option disables all macros and security alerts. The Disable all macros without notification option is used if macros are not digitally signed. The documents that are in trusted locations can run without being checked by the Trust center security system. It does not matter whether they are digitally signed or not.

2. **Disable all macros with notification:** This is the default setting. The Disable all macros with notification option disables all macros and provides security alerts if the macros are present there.

3. **Disable all macros except digitally signed macros:** This option allows digitally signed macros to run.

4. **Enable all macros:** This option allows all macros to run. The Enable all macros option is not recommended and makes the computer system vulnerable to potentially malicious code.

5. **Trust Word to the VBA project object model:** This option will disallow or allow programmatic word to the Visual Basic for Applications (VBA) object model from an automation client. This security option is for code written to manipulate the VBA environment and object model and automate an Office program.

QUESTION 11

Choose and reorder the steps required to create a form.

Correct Answer:

Explanation: A user can create a form in Microsoft Word by starting with a template and adding content controls. Any content controls that you add to a form can also be linked to data. Take the following steps to create a fillable form in Word 2010:

1. Display the "Developer" tab.

2. Use a form template.

3. Add content to your fillable form.

4. Add controls to the form.

5. Click on the "Save" button after creating your form in Word 2010.

QUESTION 12

Mark the following image of the References tab to create a cross-reference.

Correct Answer:

Explanation: Cross-references refer to the items that appear in other locations in a document. A user can create cross-references to items such as headings, footnotes, bookmarks, captions, and numbered paragraphs in a document. The reference item can be changed after creating a cross-reference. For example, a user can change the reference item from a page number to a paragraph number. Take the following steps to add cross reference to a document:

1. Click on the References tab. In the Captions group, click the References button.
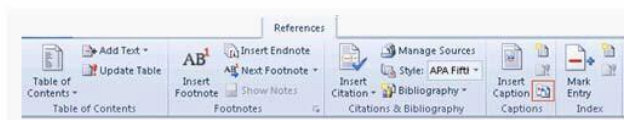
2. The Cross-reference dialog box opens.
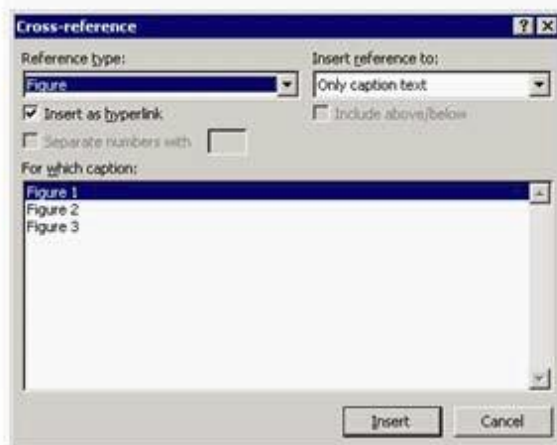
3. Specify the Reference Type and Insert reference to options. Click the OK button.
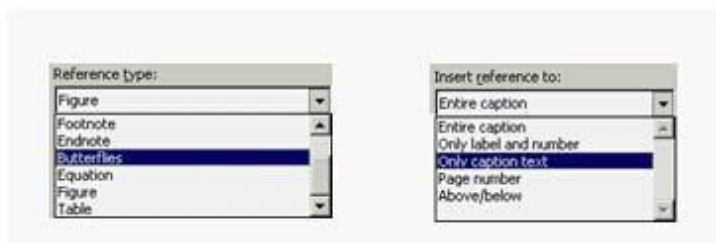
QUESTION 13

Mark the pane in the following image of the Word Options dialog box to turn on spelling and grammar check for all the documents that you are going to create from now onwards.
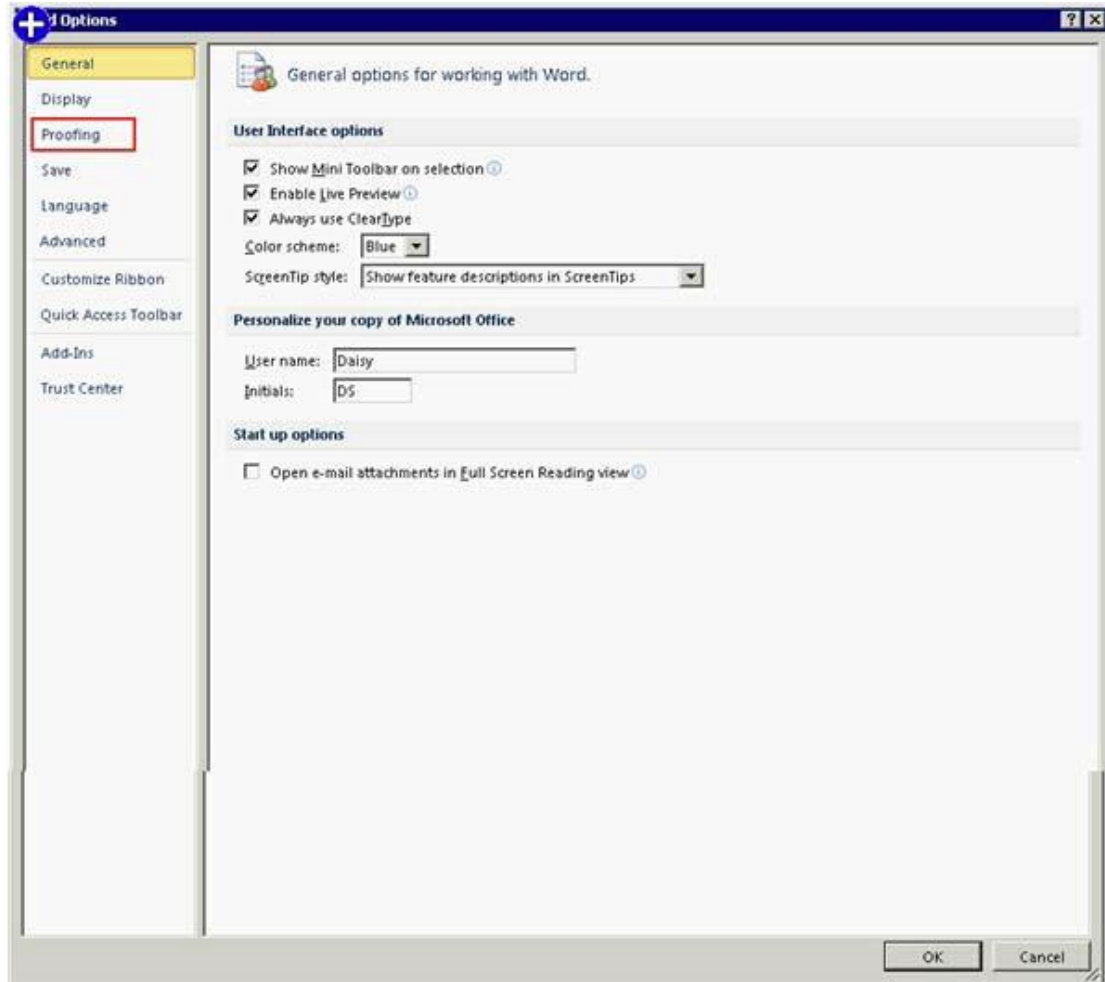
Correct Answer:

Explanation: The Spelling and Grammar Checker tool is used to identify errors and to suggest alternatives for corrected text in a document. According to the Office program, the Spelling and Grammar Checker tool is located in different places on the ribbon. Take the following steps to turn on the automatic spelling and grammar checking feature:

1. Click on the File tab. Under Help, click Options.

2. The Word Options dialog box opens. Click the Proofing pane.

```
Word Options

    General

    Display

    Proofing

    Save

    Language

    Advanced

    Customize Ribbon

    Quick Access Toolbar

    Add-Ins

    Trust Center
```

3. Perform the following steps to turn on or off automatic spelling checking and automatic grammar checking for the currently open document:

    1. Under the Exceptions for section, click Name of currently open file.

```
Exceptions for:   Document1

    ☑ Hide spelling errors in this document only
    ☑ Hide grammar errors in this document only

                                    OK      Cancel
```

    2. Select or clear the Hide spelling errors in this document only and Hide grammar errors in this document only check boxes. Click the OK button.

Perform the following steps to turn on or off automatic spelling checking and automatic grammar checking for all documents that you create from now on:

    1. Under the Exceptions for section, click All New Documents.

    2. Select or clear the Hide spelling errors in this document only and Hide grammar errors in this document only check boxes. Click the OK button.

```
Exceptions for:   All New Documents

    ☑ Hide spelling errors in this document only
    ☑ Hide grammar errors in this document only

                                    OK      Cancel
```

QUESTION 14

Mark the button in the following image of the Info Pane to encrypt a document with a password.

Correct Answer:

Explanation: Take the following steps to set a password to a document:

1. Click on the File tab. Click the Info pane.

2. Click Protect Document, and then click Encrypt with Password.

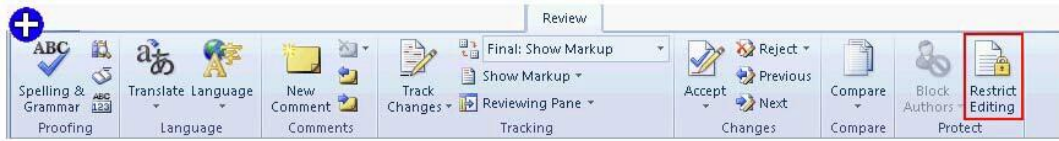3. The Encrypt Document dialog box opens, Type a password, and then click the OK button.

4. The Confirm Password dialog box opens. Type the password again, and then click the OK button.

QUESTION 15

Mark the option or button in the following image of the Review tab to protect your document from formatting changes and force all changes to be tracked.

Correct Answer:

Explanation: The Restrict Editing feature is used to protect a document from accidental change by a reviewer. It is used for applying formatting and editing restrictions. Take the following steps to restrict changes in Word 2010:
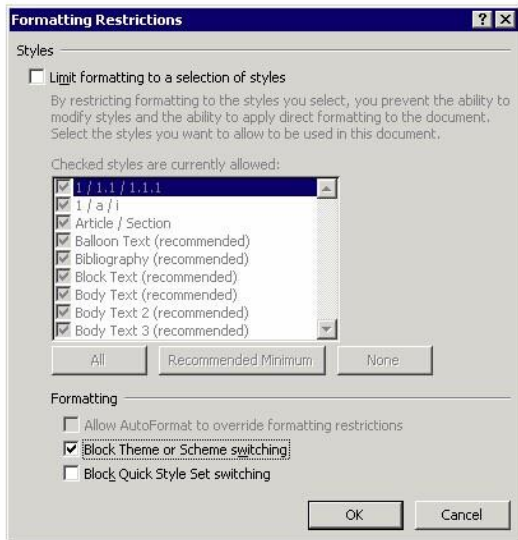
1. Click on the Review tab, and click the Restrict Editing button in the Protect group.

2. The Restrict Formatting and Editing pane appears.

3. In the Formatting restrictions section, click the Setting link. The Formatting Restrictions dialog box opens. Specify the formatting restrictions for the document.

Formatting Restrictions

Styles

☐ Limit formatting to a selection of styles

By restricting formatting to the styles you select, you prevent the ability to modify styles and the ability to apply direct formatting to the document. Select the styles you want to allow to be used in this document.

Checked styles are currently allowed:

☑ 1 / 1.1 / 1.1.1
☑ 1 / a / i
☑ Article / Section
☑ Balloon Text (recommended)
☑ Bibliography (recommended)
☑ Block Text (recommended)
☑ Body Text (recommended)
☑ Body Text 2 (recommended)
☑ Body Text 3 (recommended)

[All] [Recommended Minimum] [None]

Formatting

☐ Allow AutoFormat to override formatting restrictions
☑ Block Theme or Scheme switching
☐ Block Quick Style Set switching

[OK] [Cancel]

4. In the Editing Restrictions section, specify the type of editing in the document.

2. Editing restrictions

☑ Allow only this type of editing in the document:

No changes (Read only) ▼

Tracked changes
Comments
Filling in forms
No changes (Read only)

5. In the Exceptions section, specify the parts and users who are allowed to use the document.

☑ Everyone ▼

Find next region this user can edit

Show all regions this user can edit

Remove all editing permissions for this user

6. In the Start enforcement section, click the Yes, Start Enforcing Protection button.

3. Start enforcement

Are you ready to apply these settings? (You can turn them off later)

[Yes, Start Enforcing Protection]

7. The Start Enforcing Protection dialog box opens. Select the protection method to be applied.

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70-331	70-413	70-484	70-640
70-332	70-414	70-485	70-649
70-336	70-417	70-486	70-668
70-337	70-461	70-487	70-680
70-341	70-462	70-488	70-687
70-342	70-463	70-489	70-688
70-346	70-464	70-513	70-689