

更に上のクオリティ 更に上のサービス



## Exam : 77-887

# Title : Word 2010 Expert

### Version : DEMO

	× *	Click "Save selection as a New Quick Style". Apply the formatting. Give a name for the Style. Right-click the selection and point to Styles. Select the text.	<
	>		×
Answer:			~
Apply the formatting. Right-click the selection and point to Styles. Click "Save selection as a New Quick Style". Give a name for the Style.			
<			

#### 1. Arrange the steps to add a Style to the Quick Styles gallery in the correct order.

Explanation: The steps to add a Style to the Quick Styles gallery are as follows: 1.Select the text.2.Apply the formatting.3.Right-click the selection and point to Styles.4.Click "Save selection as a New Quick Style".5.Give a name for the Style.Note: Before applying the formatting, you need to first select the text because without selecting the text, the formatting cannot be applied.

2.Mark the option/button in the following image of the Design tab to save a chart's formatting to provide a standard layout and uniform format across multiple charts.

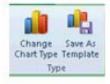
			Design
Change Save As Chart Type Template	Switch Select Edit Refresh Row/Column Data Data		
Туре	Data	Chart Layouts	Chart Styles
Answer:			Design
Change Chart Type Template	Switch Select Edit Refresh Row/Column Data		
Тур	Data	Chart Layouts	Chart Styles

Explanation: The Save as Template button on the Design tab is used to save the format and layout of a chart.Take the following steps to save a chart as a chart template:

1.Click the chart that you want to save as a template. The Chart Tools tab is displayed containing the Design, Layout, and Format tabs.



2.Click on the Design tab, and click Save as Template in the Type group.



3.The Save Chart Template dialog box opens. In the File name box, type a name for the template. Click the Save button.

Save Chart Temp	alate				? ×
Save in:	Charts		-	3 - 2	× 📫 🖬 -
My Recent Documents					
Desktop					
Documents					
My Computer					
My Network Places					
To Places					
	File pame:	Chieff			
	Save as type:	Chart Template Files	_		
		Terrare condition care	_		
Tools *				Save	Cancel

3. 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.



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.

File		_
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	Save As	18.80
1	Open	200
	Close	a la
Info		
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	Options	in the second
	Exit	6

2.Click the Customize Ribbon pane.

۷	Yord Options	
	General	1.11
	Display	1
	Proofing	No.
	Save	1
	Language	ş.
	Advanced	Ę.
	Customize Ribbon	14
	Quick Access Toolbar	ş.
	Add-Ins	ŝ.
	Trust Center	144
	بور موجو مسيد ميد	N.

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

Main Taba 💌	Main Tabs
E Templates	Main Tabs ■ ♥ Home ■ ♥ Insert ■ ♥ Page Layout ■ ♥ References ■ ♥ Mailings ■ ♥ Newlowe ■ ♥ View ■ ♥ View ■ ♥ Developer ■ Code ■ Add-Ins ■ ♥ Add-Ins ■ ♥ Robies ■ XAdd-Ins ■ ♥ Templates ■ ♥ Add-Ins ■ ♥ Insert (Blog Post) ■ ♥ Outlining ■ ♥ Outlining ■ ♥ Dudy Removal
Keyboard shortouts: Customize	New Group Rename Customizations: Rgiet • 3 Import/Suport • 3

4.Mark the option/button in the following image of the Developer tab to apply a template to an existing document.

					Developer				
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IIO Pause Recording	¢. 50	jí 🖬 🗉 🔐	Properties		🕒 Transformation	0	-		<u> </u>
Visual Macros Ac Basic Ac	dd-Ins COM Add-Ins		Group *	Structure	Expansion Packs	Block Authors •	Restrict Editing	Document Template	Document Panel
Code	Add-Ins	Control	ls		XML	Prot	ect	Temp	lates

Answer:

0			Dev	eloper		
Visual Macros Basic Visual Macros	Add-Ins COM	Aa Aa 🖃 🖌 Design Mode		Schema Transformation Expansion Packs		Document Document Template Panel
Code	Add-Ins	Controls	x	(ML	Protect	Iemplates

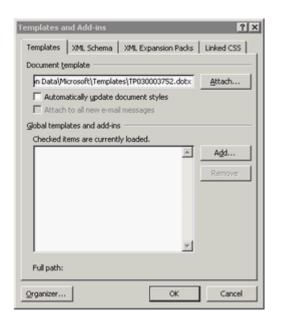
Explanation: A template is a tool that is used to create a standard layout and the look and feel across multiple pages. A user creates a template when he wants to apply the same layout to multiple pages in a document. When he makes a change in the template, all the pages associated with it are

affected and the corresponding change is reflected in all the pages. Take the following steps to apply a template to an existing document:

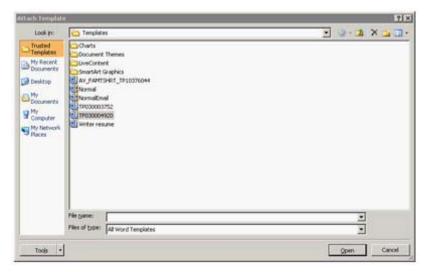
1. Click on the Developer tab. Click on the Document Template button.



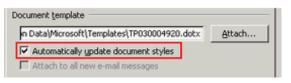
2. The Templates and Add-Ins dialog box opens. Click on the Attach button.



3. The Attach Template dialog box opens. Select the template that you want to apply to your document. Click the Open button.



4. The name of the template you selected appears in the Document template box. Select the Automatically update document styles check box. Click the OK button.



5.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 Save Options.

B.In the Save Options dialog box, in the Password to open or Password to modify box, type a password.C.In the Web Options dialog box, in the Password to open or Password to modify box, type a

password.D.Click the Tools button, and select General Options.

E.Click the Tools button, and select Web Options.F.Open the Save As dialog box.

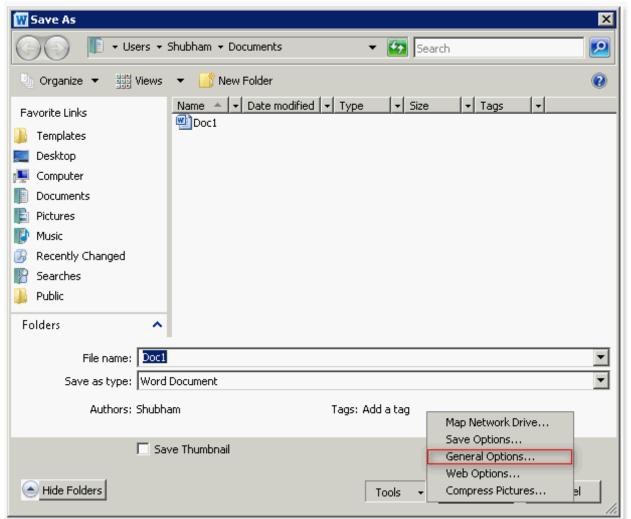
G.In the General Options dialog box, in the Password to open or Password to modify box, type a password.

### Answer: F, D, G

Explanation: 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 ? 🗙
General Options
File encryption options for this document
Protect Document Macro security Adjust the security level for opening files that might contain macro viruses and specify the names of trusted macro developers.
OK Cancel

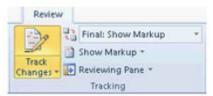
Answer.A, E, C, and B are incorrect.The Web Options or Save Options dialog box does not contain any option to set a password for opening and modifying the document.

6.You work as an Office Assistant for company Inc.You are reviewing a job application letter in Microsoft Word 2010.Now you want to send the letter to your prospective employer so that he can see the result of your editing.Mark the option that he should choose to view the changes that you have made.

			Review			
ABC Spelling & Grammar	a 🕺 💏 Translate Language	New Comment	Image: Show Markup     ▼       Image: Track Changes ▼     Image: Reviewing Pane ▼	Accept Reject	Compare	Block Restrict Authors - Editing
Proofing	Language	Comments	Tracking	Changes	Compare	Protect
Answer:			Review			
ABC 🛍 Research	ato 🌾	Delete 🔹	Final: Show Markup 🔹	Previous		&
Spelling & ABC Grammar 123 Word Count	Translate Language	New Comment 🖾 Next	Track Changes 🛪 🕪 Reviewing Pane 🔻	Accept Reject	Compare •	Block Restrict Authors = Editing

Explanation: The Track Changes option is used to view all the changes that are done by the reviewer(s). It helps the creator of the document to view the changes like insertions, deletions, and formatting. Take the following steps to apply tracking:

1.Click on the Review tab, and click the Track Changes in the Tracking group.



2.Select the Track Changes option from the drop-down list.



Note: Right-click the status bar and click Track Changes to add a track changes indicator to the status bar. Click the Track Changes indicator on the status bar to turn Track Changes on or off.

Track Changes: On

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

A.Enable all macros.

B.Disable all macros without notification.

C.Disable all macros except digitally signed macros.

D.Disable all macros with notification.

#### Answer: B

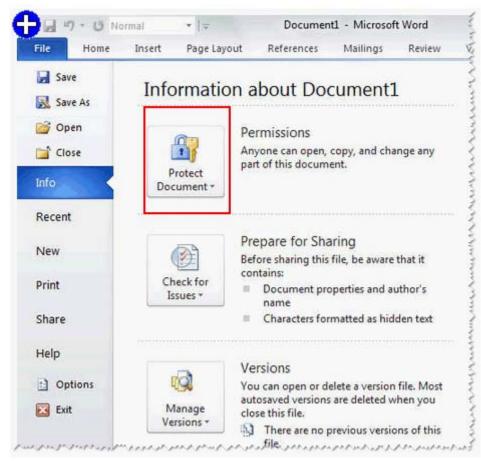
Explanation:

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: This option allows digitally signed macros to run. 4. Enable all macros: This option allows 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.

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



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.

Encrypt the contents of this file Password: Caution: If you lose or forget the password, it cannot be recovered. It is advisable to keep a list of passwords and their corresponding document names in a safe place. (Remember that passwords are case-sensitive.)	crypt Document		?
Caution: If you lose or forget the password, it cannot be recovered. It is advisable to keep a list of passwords and their corresponding document names in a safe place.	Encrypt the contents of th	his file	
recovered. It is advisable to keep a list of passwords and their corresponding document names in a safe place.	Password:		
recovered. It is advisable to keep a list of passwords and their corresponding document names in a safe place.	•••••		
	recovered. It is advisable their corresponding docu	to keep a list of ment names in a	passwords and safe place.

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

onfirm Password		?
Encrypt the contents of t	this file	
Reenter password:		
•••••		
Caution: If you lose or fr recovered. It is advisabl their corresponding docu (Remember that passwo	le to keep a list ol ument names in a	f passwords and safe place.
	ОК	Cancel

9.Mark the option/button in the following image of the Mailings tab to verify the printing options of an email.

		Mailings	
Envelopes Labels	Start Mail Select Edit Merge * Recipients * Recipient List	Highlight Address Greeting Insert Merge Block Line Field *	Preview Results Auto Check for Errors
Create	Start Mail Merge	Write & Insert Fields	Preview Results Finish
Answer:		Mailings	
Envelopes Labels	Start Mail Select Edit Merge * Recipients * Recipient List	Highlight Address Greeting Insert Merge Merge Fields Block Line Field - Update Labels	Preview Results I I I I Finish & Merger
Create	Start Mail Merge		Preview Results Finish

Explanation: The Envelopes button on the Mailings tab is used to verify the printing options of an envelope. Take the following steps to verify printing options:

1. Click on the Mailings tab, and then click Envelopes in the Create group.



2.Click Options.

Options E-postage Properties
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3.Click the Envelope Options tab.Click the choice that matches the size of your envelope in the Envelope size box.

velope Options				2
Envelope Options	Printing Option	5		
Envelope size:				
Size 10	(4 1/8 × 9 1/2	in)	*	
Delivery address				
Eont	Fre	om jeft:	Auto	2
	Fre	om top:	Auto	2
Return address —				
Font	Fre	meleft:	Auto	
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Preview			·	
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4.Click the Printing Options tab.Load the envelope as indicated in the dialog box.Click the OK button.

Envelope Options
Envelope Options Printing Options
Printer:
Feed method
Gockwise rotation
Eeed from:
Default tray
Word recommends feeding envelopes as shown above. If this method does not work for your printer, select the correct feed method.
Reset
OK Cancel

5.Click Print to print the envelope and type some test text in the Delivery address box.6.Verify that the envelope is printed correctly.

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

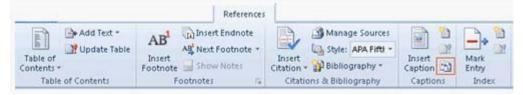


Answer:



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.

leference type:	Insert reference to:	
Figure	Only caption text	*
🗸 Insert as hyperlink	T Include above/below	
Separate numbers with		
for which caption:		
Roure 1 Figure 2 Figure 3		-

3. Specify the Reference Type and Insert reference to options. Click the OK button.

Reference type:		Insert reference to:		
Figure	-	Entire caption	-	
Footnote Endnote	-	Entire caption Only label and number	-	
Butterflies		Only caption text		
Equation		Page number		
Figure Table	-	Above/below	-	