CERTKILLERS

Microsoft

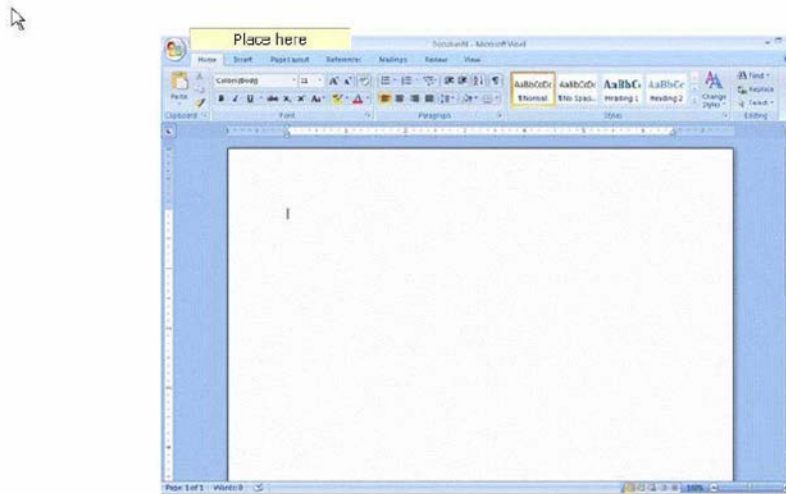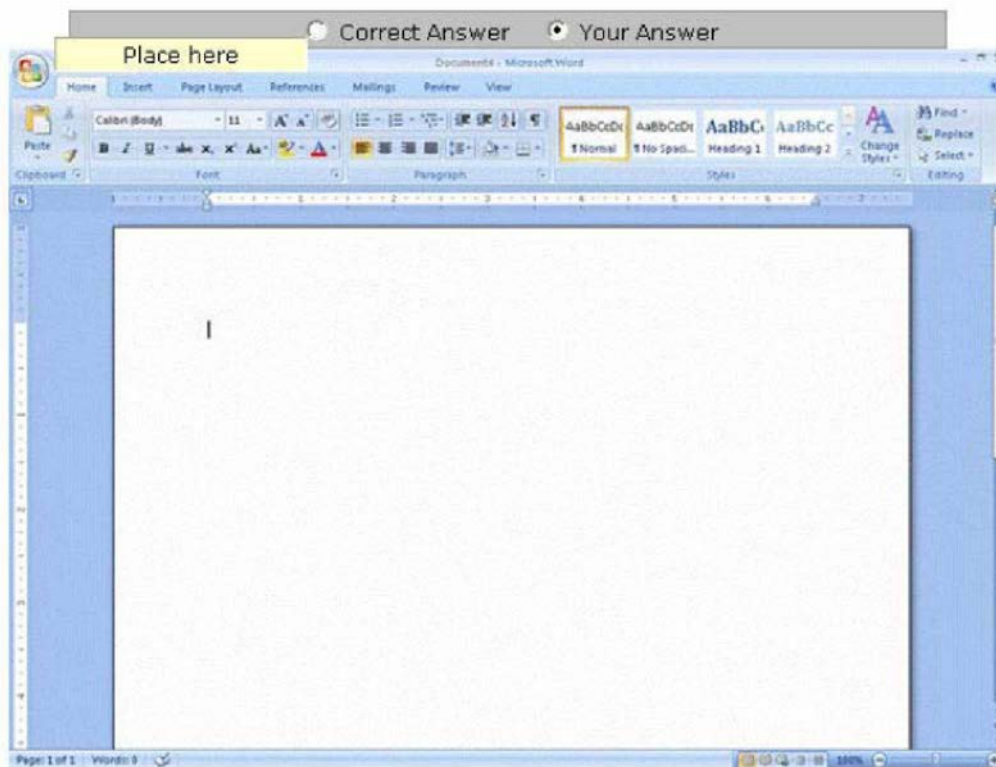# 77-601

MOS Using Microsoft Office Word 2007

Place the appropriate toolbar in the place provided in the image given below.

Drag an item from the item list and drop it on the appropriate spot. To remove an item, drag and drop it anywhere on the window.

| Zoom button | Quick Access toolbar | Mini toolbar | View toolbar |

Answer:

Correct Answer   Your Answer

| Zoom button | Quick Access toolbar | Mini toolbar | View toolbar |

Explanation:

The Quick Access toolbar is a customizable toolbar placed beside the Microsoft Office Button. By default it displays the Save, Undo, and Repeat buttons. It provides easy access

to frequently used commands. The toolbar can be customized by clicking on the dropdown arrow and selecting the commands to be used.

QUESTION: 169

John 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 shape of the picture, as shown in the figure. Which of the following options will he choose to accomplish the task?
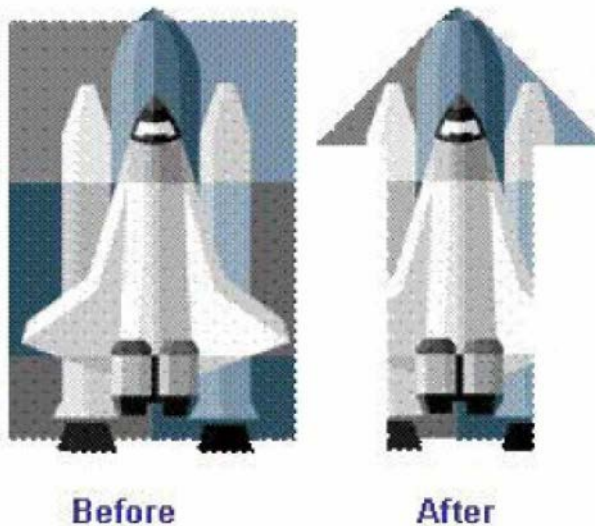
A. Picture Border
B. Reset Picture
C. Picture Effects
D. Picture Shape

Answer: C

Explanation:

The Picture Shape option is used to change the shape of the picture by preserving all the formatting. It is found under the Picture Styles group in the Format tab.

Answer option A is incorrect. The Picture Border option is used to apply a border to the selected picture. It is found under the Picture Styles group in the Format tab.

Answer option B is incorrect. The Reset Picture option is used to discard all the formatting changes made to the picture. It is found under the Adjust group in the Format tab.

Answer option C is incorrect. The Picture Effects option is used to apply a visual effect to the picture, such as glow, reflection, shadow, etc. It is found under the Picture Styles group in the Format tab.

QUESTION: 170

You work in an office and you are assigned with the task of preparing the monthly sales report. What will you do to authenticate the report when it will be sent via e-mail to the head office?

A. Run Compatibility Checker.
B. Encrypt the document.
C. Add a digital signature.
D. Inspect the document.

Answer: C

Explanation:
A 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.
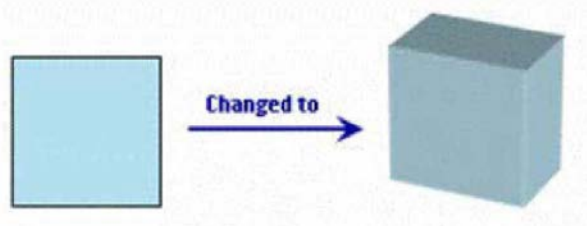Answer option B is incorrect. It is used to secure the document by using encryption.
Answer option A is incorrect. Compatibility Checker is one the most useful features in Word 2007. Word will analyze the document and check for compatibility issues with earlier versions of Word. A user should run Compatibility Checker if he is not sure whether the recipient uses Office 2007 or not.
Answer option D is incorrect. The tool for inspecting the document is Document Inspector. It is used to remove the hidden data and personal information from the documents.

QUESTION: 171
Sam works in an office and he is assigned with the task of preparing a document. He inserts a shape in the document. He wants to apply a 3-D effect to the shape as shown in the figure. Which of the following will he choose to accomplish the task?

A. Change Shape
B. Shape Fill
C. 3-D Effects
D. Shadow Effects

Answer: C

The 3-D Effects option is used to apply 3-D effects to the shape. It is found under the 3-D Effects group in the Format tab.

Answer option A is incorrect. The Change Shape option is used to change the shape of the selected shape by preserving all the formatting of the current shape. It is found under the Shape Styles group in the Format tab.

Answer option D is incorrect. The Shadow Effects option is used to apply a shadow to the shape. It is found under the Shadow Effects group in the Format tab.

Answer option B is incorrect. The Shape Fill option is used to fill a color in the shape. It is found under the Shape Styles group in the Format tab.

QUESTION: 172

You work as an Office Assistant for Tech World Inc. You are preparing a document and have used several images in it. What will you do to provide a brief description for each image in the document?

A. Insert a citation for each image.
B. Insert a footnote for each image.
C. Insert a footer.
D. Insert a caption for each image.

Answer: D

Explanation:

Caption is a title for an image. It is written below the image to help a reader build a story around the image. Caption is a statement that provides brief explanation of the image.

Answer option A is incorrect. Citation is a brief reference to an article, book, or other document. It informs the readers that certain material has come from another source. This information makes it easier to locate the actual article being cited. Citations usually include the following information.

1.Author
2.Title
3.Source
4.Date of publication

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.

Answer option B is incorrect. Footnote is a note of text placed at the bottom of the same page in a book or a document. It gives reference to a word or a group of words. A footnote is flagged by a superscript number, which is followed by the text.

QUESTION: 173

Sam works in an office and he is assigned with the task of preparing a document. He inserts a picture in it. Now he wants to remove unwanted parts from it. What will he do to accomplish the task?

A. Crop the picture.
B. Use Reset Picture option.
C. Erase the unwanted parts.
D. Use Picture Effects option.

Answer: A

Explanation:
The Crop option is used to remove unwanted parts from the picture. It is found under the Size group in the Format tab.
Answer option C is incorrect. There is no such option to erase the unwanted parts of the picture.
Answer option B is incorrect. The Reset Picture option is used to discard all the formatting changes made to the picture. It is found under the Adjust group in the Format tab.
Answer option D is incorrect. The Picture Effects option is used to apply a visual effect to the picture, such as glow, reflection, shadow, etc. It is found under the Picture Styles group in the Format tab.

QUESTION: 174
Sam works in an office and he is assigned with the task of preparing a document. He has inserted a table in the document. He wants to apply different formatting to even rows of the table. Which of the following will he use to accomplish the task?

A. Total Row
B. Last Column
C. Banded Columns
D. Banded Rows

Answer: D

Explanation:
Banded Rows option is used to display different formatting for even rows of the table.
Answer option A is incorrect. Total Row option is used to display special formatting for the last row of the table.
Answer option C is incorrect. Banded Columns option is used to display different formatting for even columns of the table.

Answer option B is incorrect. Last Column option is used to display special formatting for the last column of the table.

QUESTION: 175

Fill in the blank with the appropriate Answer To enter page break manually, keys are pressed.

Answer:

Ctrl+Enter.

Explanation:

To enter page break manually, Ctrl+Enter keys are pressed.

QUESTION: 176

Sam has prepared a document that is to be reviewed by other persons. He wants to track the changes that the reviewers might do in the document. What will he do to accomplish the task?

A. Protect the document.
B. Mark the document as final.
C. Encrypt the document.
D. Inspect the document.

Answer: A

Explanation:

Protect Document is used to restrict formatting and editing of a document. A user can protect his document by restricting the editing of the document and allowing the other user(s) to insert comments only or to insert comments and tracked changes. In this way the creator of the document is aware of the changes that the other users might do in the document.

Answer option C is incorrect. Encryption will protect the document with the help of a password. It will not track the changes that the reviewers might do.

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

Answer option D is incorrect. Inspecting the document will remove hidden information from it.
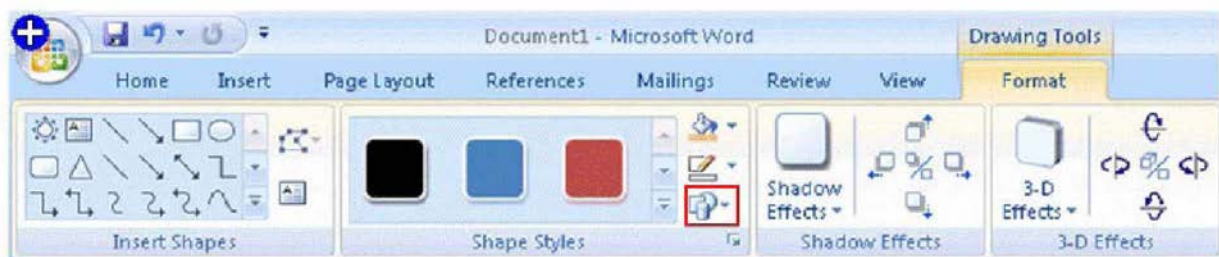
QUESTION: 177

John works in an office and he is assigned with the task of preparing a document. He inserts a shape in it. Now he wants to change the shape of the current drawing. Mark the option that he should choose to accomplish the task.
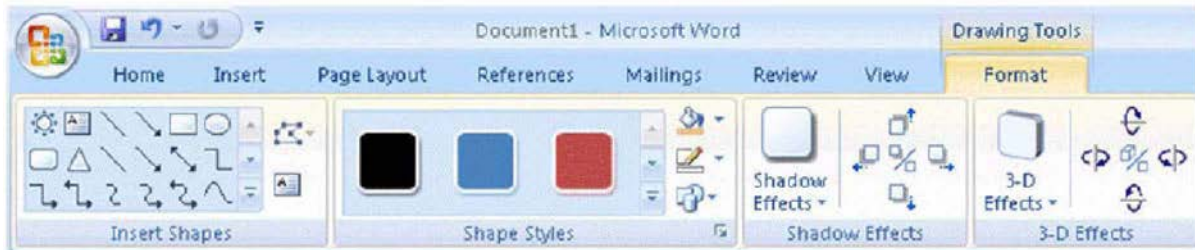
Answer:

Explanation:

The Change Shape option is used to change the shape of the drawing by preserving all formatting.

QUESTION: 178
Arrange the steps in the correct order to insert a table.

Select an item from the right pane. Click ◄◄ button to move the selected item to the left pane. Click ►► button to move the item back to the right pane. Click ▲ and ▼ buttons to sort the list, if required.

Steps

Choose from here

Select Table from Tables group.
Click on the Insert tab.
Open the document and place the cursor where the table I
Click on the Home tab.
Give the number of rows and columns in the dialog box tha
Click on the View tab.

Answer:
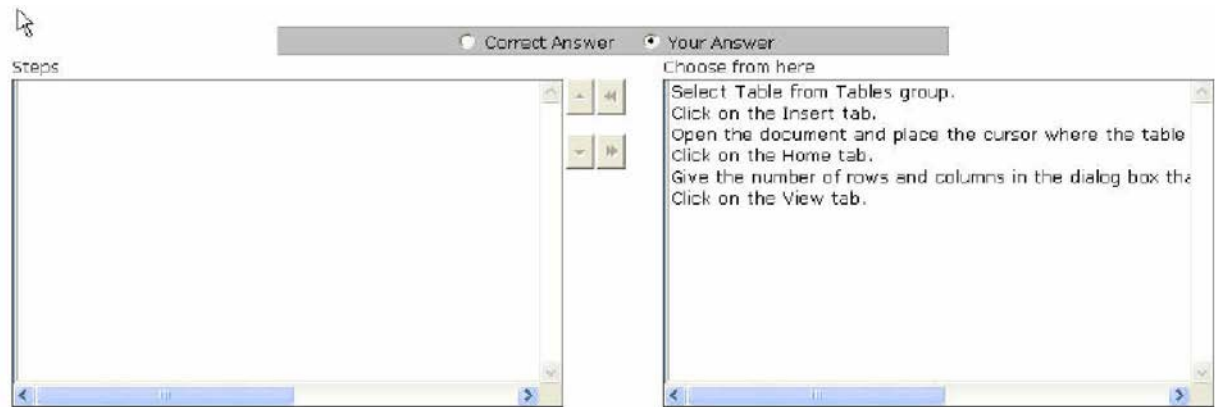
Explanation:

The steps to insert a table are as follows.

1.Open the document and place the cursor where the table has to be inserted.

2.Click on the Insert tab.

3.Select Table from Tables group.

4.Give the number of rows and columns in the dialog box that appears, and click on the OK button.

QUESTION: 179

Sam works in an office and he is assigned with the task of preparing a document. He inserts a picture in it. He makes some formatting changes to the picture. Now he wants to change the current picture to a different picture by preserving the formatting and size of the current picture. Mark the option that he should choose to accomplish the task.

Answer:

Explanation:

The Change Picture option ![Change Picture] is used to change the selected picture to a different picture by preserving the formatting and size of the current picture.

QUESTION: 180

You work in an office and you have finished typing a document. What will you do to view the overall structure of the document?

A. Open the document in Outline view.
B. Open the document in Print Layout view.
C. Open the document in Full Screen Reading view.
D. Open the document in Web Layout view.

Answer: A

Explanation:

Outline view is used to view the overall structure of a document. It shows all the headings and sub- headings of a document in levels.

Answer option B is incorrect. Print Layout view is used to view a document as it will appear on the printed page.

Answer option D is incorrect. Web Layout view is used for viewing the document as it would look in a Web page.

Answer option C is incorrect. Full Screen Reading is used to view the document in full screen. Full Screen Reading maximizes the space available for reading. A user can also insert comment(s) in the document.

Pass your exam at First Attempt....Guaranteed!