Microsoft

Exam 77-601

MOS: Using Microsoft Office Word 2007

Version: 5.0

[Total Questions: 151]

Question No : 1

You work in an office and you are assigned with the task of preparing a legal document. What will you do to insert a list of the references of all the cases along with the page numbers they appear on?

A. Insert Table of Figures.
B. Insert Table of Authorities.
C. Insert Table of Contents.
D. Insert an Index.

Answer: B

Explanation:

Table of Authorities is a list of the references in a legal document, such as cases, statutes, and rules, along with the page numbers on which the references appear.

Answer option C is incorrect. Table of Contents is a list of chapters and their sections of a book or a document. The list is given along with the respective page numbers of the chapters and their sections for easy navigation.

Answer option D is incorrect. An index is a list of words arranged alphabetically at the end of a book. Index helps a reader to find the information quickly and easily. The words in the index are given along with the page numbers where they occur to help the reader to quickly go to the desired word.

Answer option A is incorrect. Table of Figures is a list of the captions for pictures, charts, graphs, slides, or other illustrations in a document.

Table of Figures is given along with the page numbers on which the captions appear.
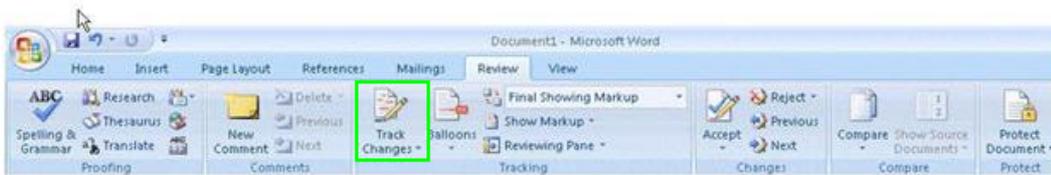
Question No : 2 HOTSPOT

John works in an office and he reviews a document. He makes some changes in the document. He wants the creator of the document to know about the changes made to the document. Mark the option that he should choose to accomplish the task.
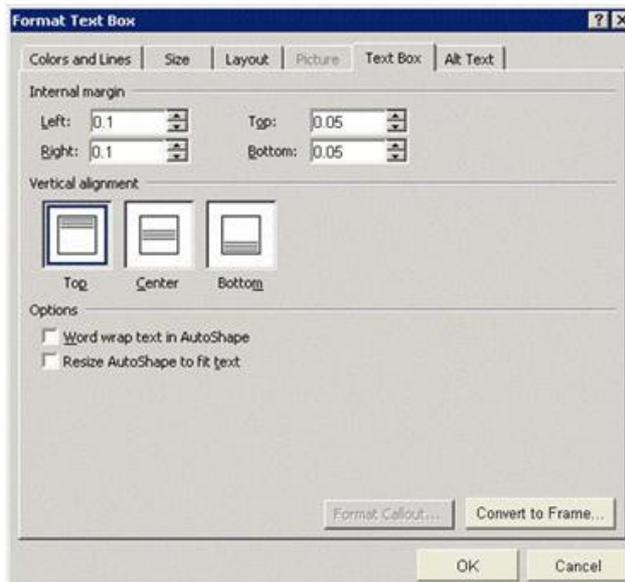
Answer:

Click on the correct spot in the image. Doing so will place the target icon at the clicked spot.

Question No : 3 CORRECT TEXT

Sam inserts a text box in a document. He starts typing in the text box but the text box is not increasing in size. He opens the Format Text Box dialog box to do the setting. What action should he perform to accomplish the task?

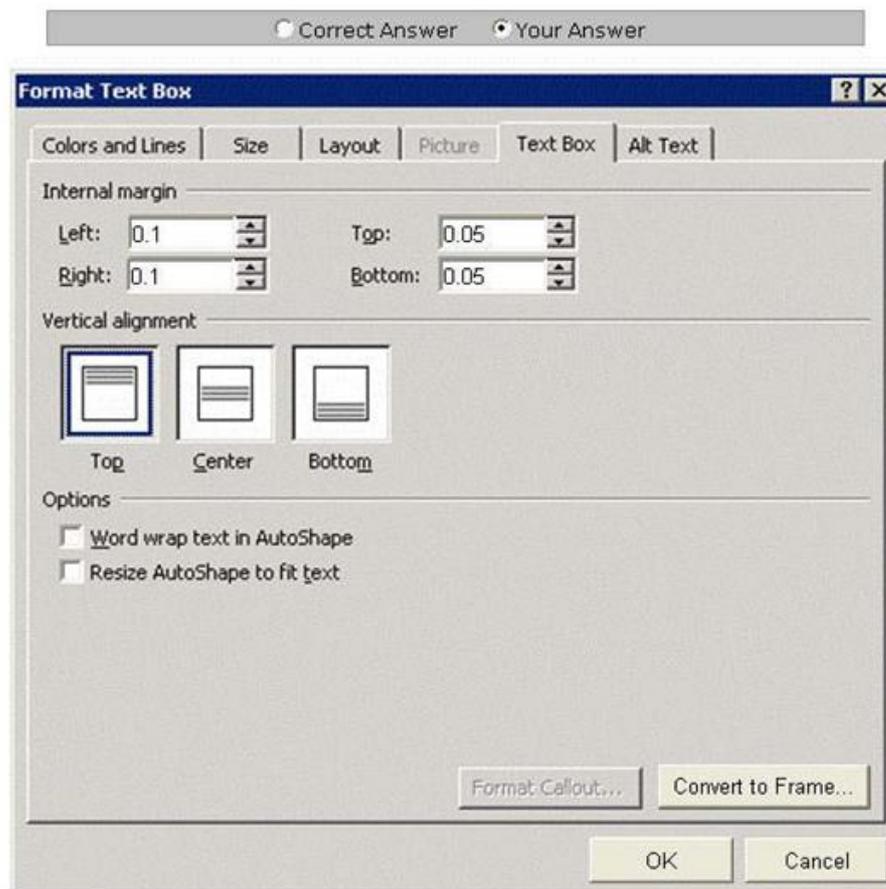This is a simulation. Take the appropriate action below.

Answer: Here are steps to do.

Explanation:

The Resize AutoShape to fit text option is used to increase the size of the text box as the user types in it.

Question No : 4

John has prepared a report and wants it to be reviewed by others in his team. He wants to give users the ability to add their comments/suggestions but does not want them to edit it. What will he do to accomplish the task?

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

Answer: C

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

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

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

However, it will not track any changes that the reviewers might make.

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

Question No : 5

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

Answer: C

Explanation:

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.

For example, a user wants the heading in bold style, in red color, and of 18 point size. Therefore, he creates a Quick Style for this formatting and saves it with a name. Now, whenever he wants to apply this type of formatting, he simply selects the text and clicks on the style name.

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.

For example, to print a certificate for 500 students, a user creates a template for it and then

fills the name of different students at the appropriate places. There is no need to design the certificate for each student.

Answer option A 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 as it will take a lot of time in selecting the words and then applying the formatting.

Question No : 6

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.

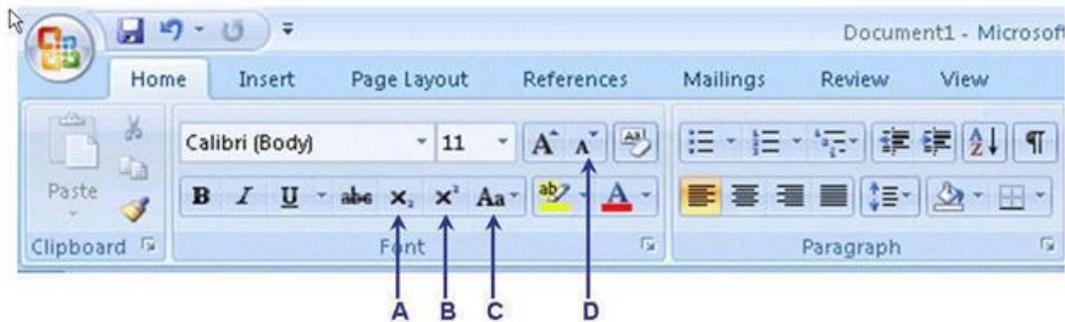Answer option B is incorrect. It is used to secure the document by using encryption.

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 No : 7

Sam types a document and he wants the selected text to be in subscript. Which of the following icons should he choose to accomplish the task?

A. A
B. C
C. D
D. B

Answer: A

Question No : 8

John 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 change the style of the shape to Horizontal Gradient-Accent 6, as shown in the figure. Which of the following groups will he choose to accomplish the task?

A. Size
B. 3-D Effects
C. Shape Styles
D. Arrange

Answer: C

Explanation:

The Shape Styles group comprises various styles that are used to change the style of the selected shape.

Answer option D is incorrect. The Arrange group comprises options to arrange the selected shape on a page according to the user's need.
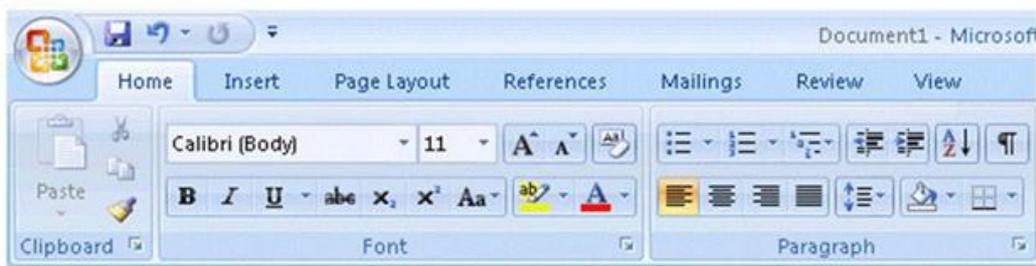
Answer option A is incorrect. The Size group comprises options to change the height and width of the selected shape.

Answer option B is incorrect. The 3-D Effects group comprises options to apply 3-D effects to the shape.
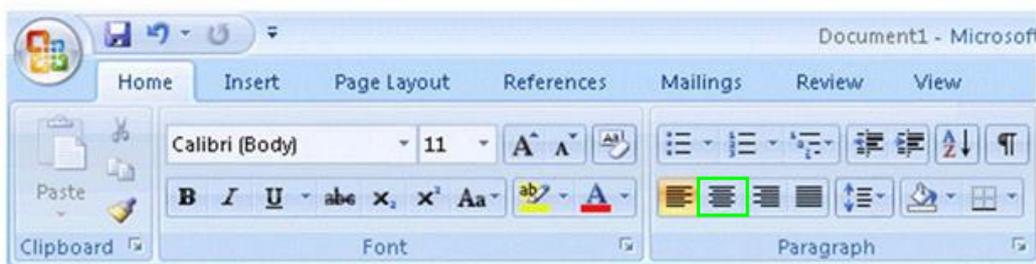
Question No : 9 HOTSPOT

Sam prepares a document and he wants to place the heading in the center of the page. Mark the icon that he should choose to accomplish the task.
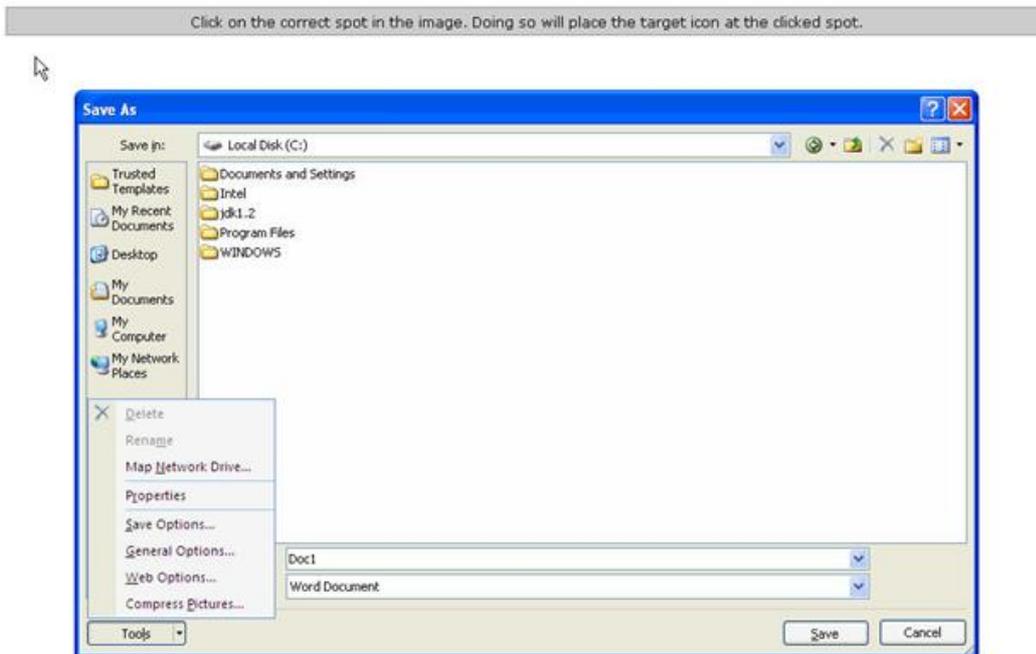

Answer:

Question No : 10 CORRECT TEXT

You work as an Office Assistant for TechWorld Inc. You use Microsoft Word 2007 for creating documents. You have recently created a document for the sales of your company.
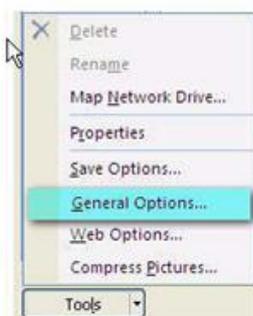
You need to set a password for opening the document. You open the Save As dialog box and click the Tools button to display a menu. Mark the menu item on which you will click to set a password for the document.

Answer: Here are the steps to do.

Explanation:

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

To set a password for opening a document, you should select "General Options" from the Tools menu in the "Save As" dialog box.

Question No : 11

Sam works in an office and he is assigned with the task of preparing a document. He wants to replace a particular word with other word(s). Which of the following shortcuts should he use to open the Replace dialog box?

A. Ctrl+P
B. Ctrl+H
C. Ctrl+R
D. Ctrl+E

Answer: B