



Vendor: Microsoft

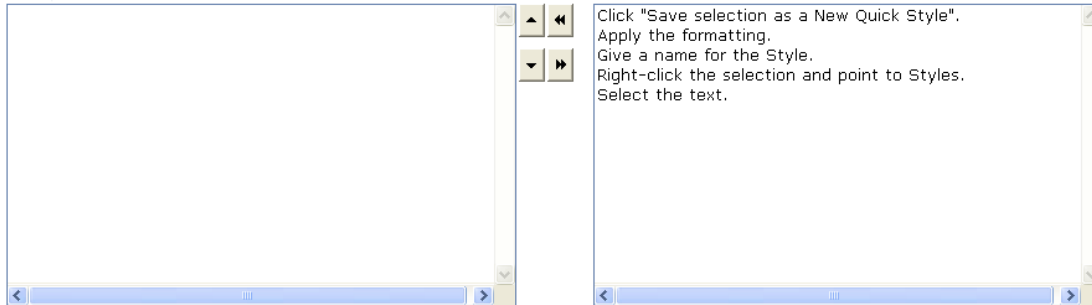
Exam Code: 77-887

Exam Name: MOS: Microsoft Office Word 2010 Expert

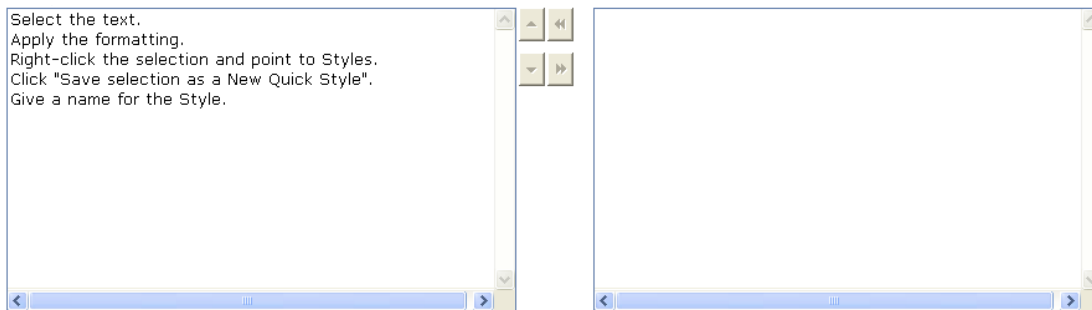
Version: DEMO

QUESTION 1

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



Answer:



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.

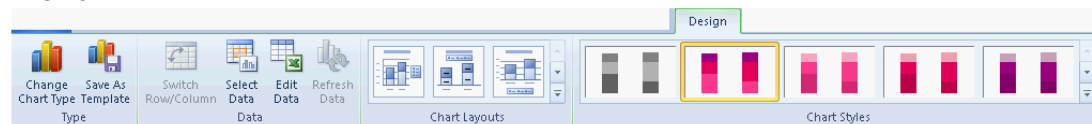
Note: Before applying the formatting, you need to first select the text because without selecting the text, the formatting cannot be applied.

QUESTION 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.



Answer:



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:

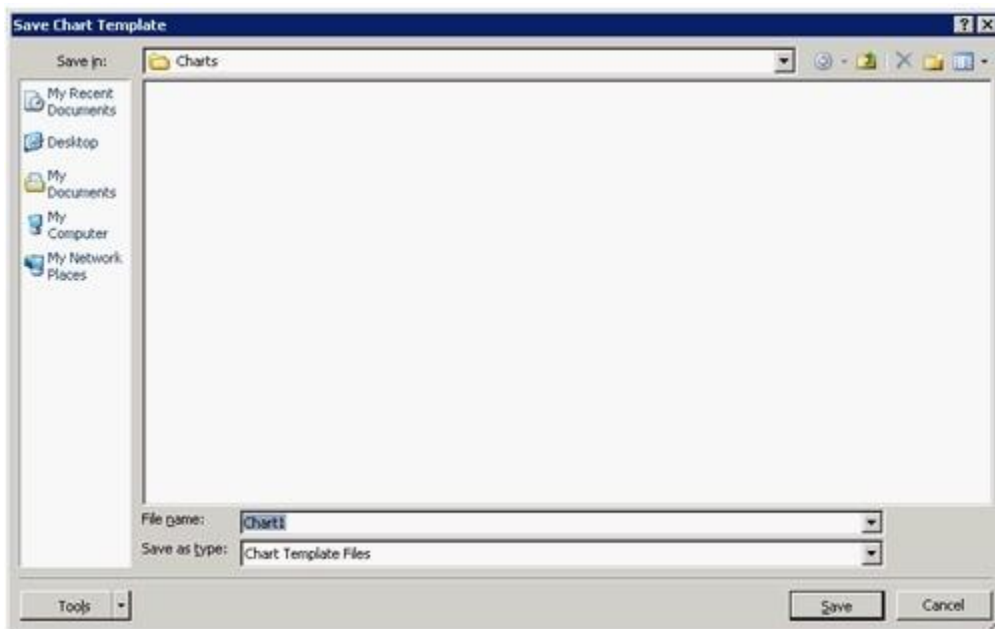
1. Click the chart that you want to save as a template. The Chart Tools tab is displayed containing the Design, Layout, and Format tabs.



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

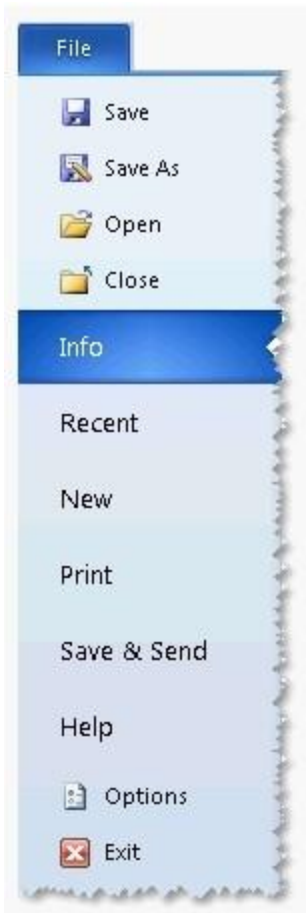


3. The Save Chart Template dialog box opens. In the File name box, type a name for the template. Click the Save button.



QUESTION 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:

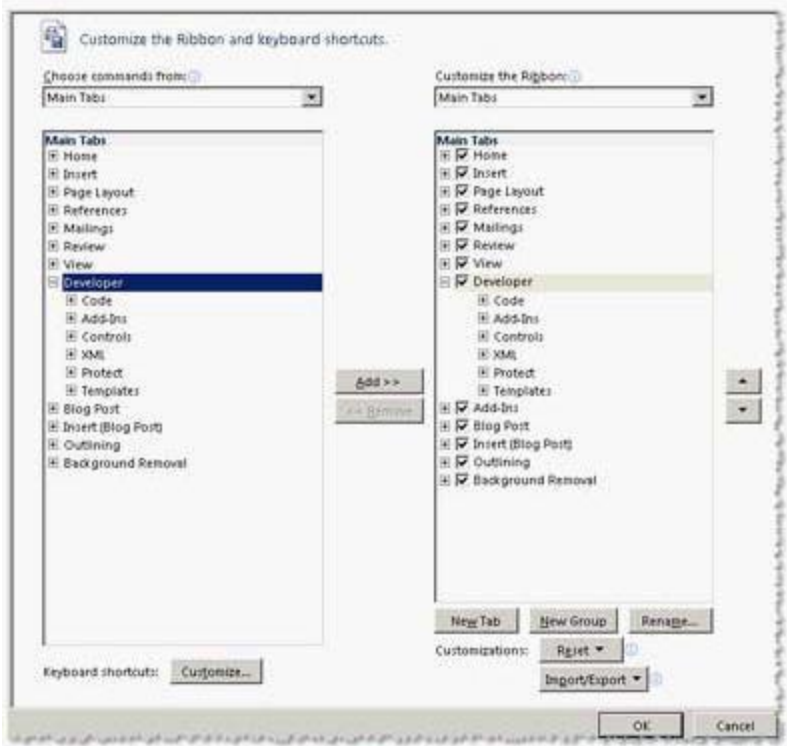
1. Click the File menu and then click Options.



2. Click the Customize Ribbon pane.

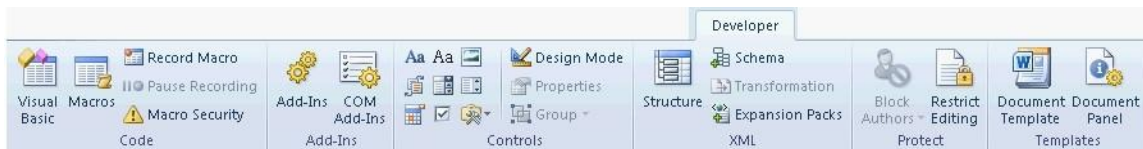


3. Under Customize the Ribbon, select the Developer check box. Click the Add>> and OK buttons.

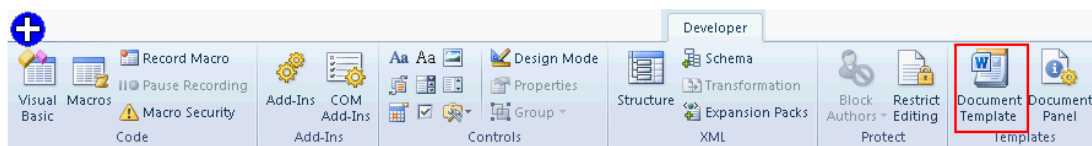


QUESTION 4

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



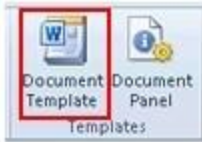
Answer:



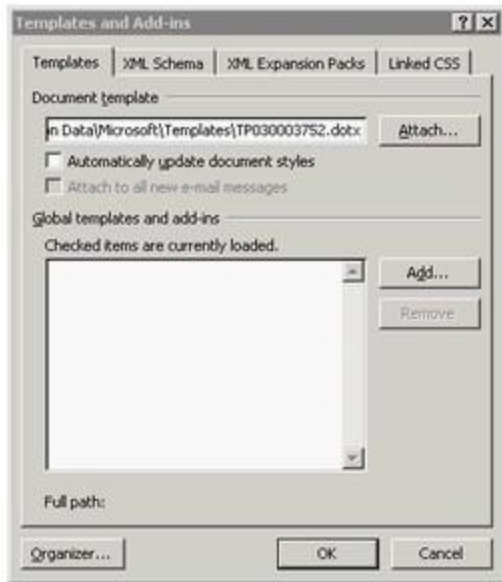
Explanation:

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:

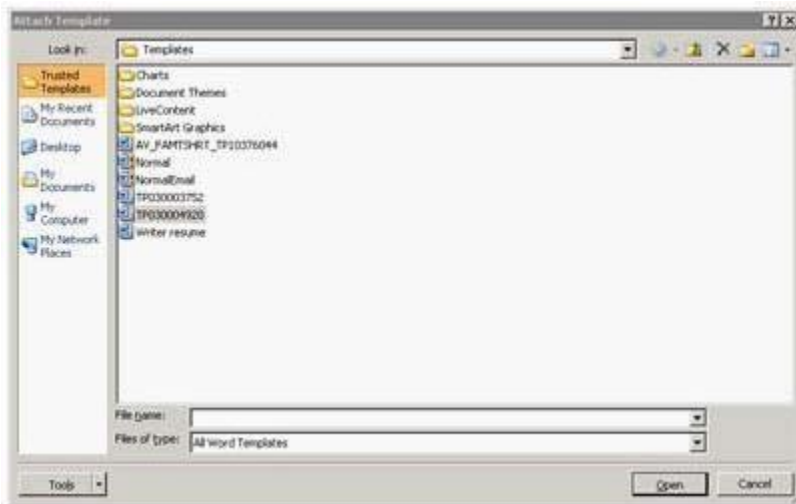
1. Click on the Developer tab. Click on the Document Template button.



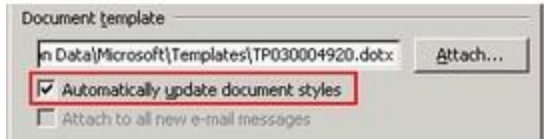
2. The Templates and Add-Ins dialog box opens. Click on the Attach button.



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.



QUESTION 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.

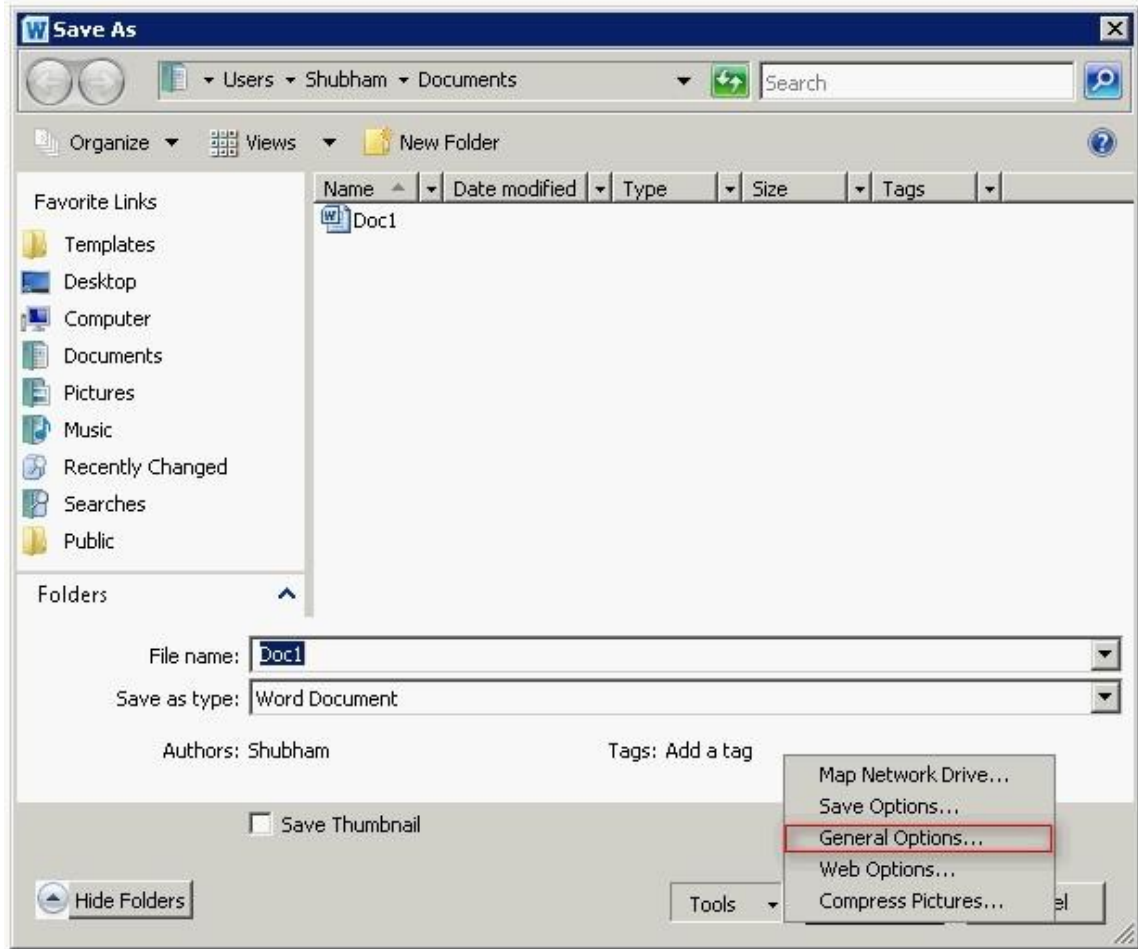
- A. Click the Tools button, and select Save Options.
- B. In the Save Options dialog box, in the Password to open or Password to modify box, type a password.
- C. In the Web Options dialog box, in the Password to open or Password to modify box, type a password.
- D. Click the Tools button, and select 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: DFG

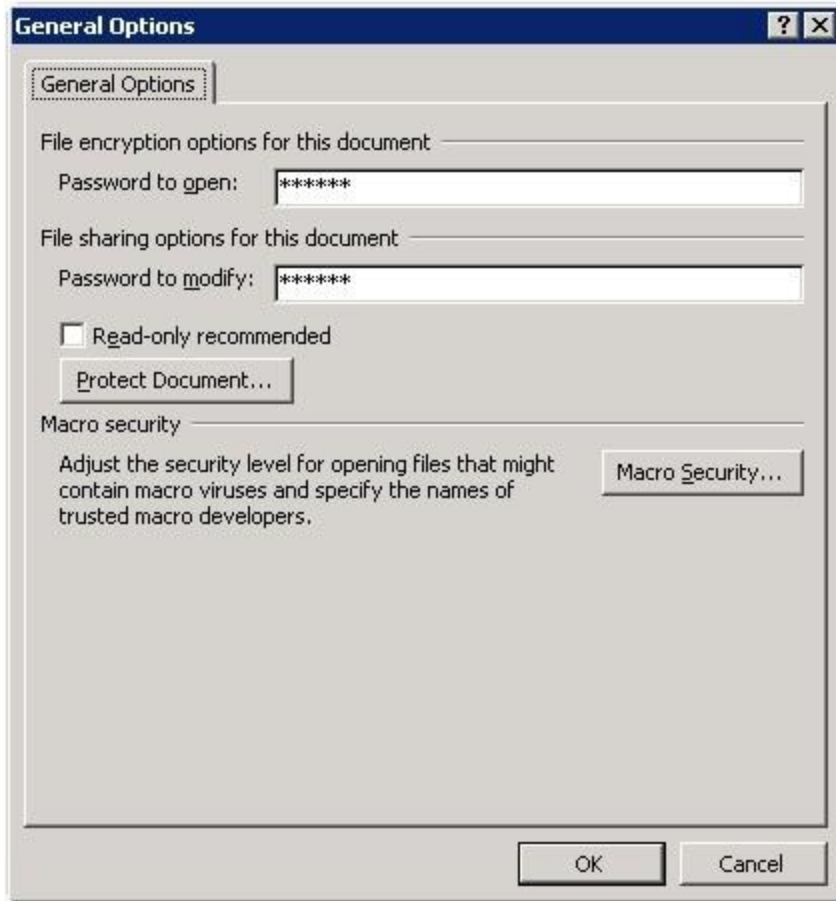
Explanation:

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.



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.