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Question No. 1

You are preparing a document in Microsoft Word 2010. The document is explaining the marketing details of the company. You have added the perspective cover page to the document. Now you want to replace the cover page with another built-in cover page. However, you cannot replace the cover page with a design from the Microsoft Word 2010 Cover Page Gallery. Which of the following is the main cause of the issue?

- **A.** You have inserted another cover page in the document.
- **B.** You are viewing the document in the Web layout view.
- **C.** You have deleted the existing cover page.
- **D.** You have created the cover page in an earlier version of Word.

Answer: D

Question No. 2

Sam works as a marketing executive for TechPerfect Inc. He types a letter to send it to fifty persons. He has to prepare an envelope to send the mail to each person. What will Sam do to accomplish the task?

- **A.** Use a template.
- **B.** Use building blocks.
- **C.** Use Mail Merge.
- **D.** Prepare individual envelopes.

Answer: C

Question No. 3

You are preparing a document in Microsoft Word 2010. The document is explaining the concept of mathematical series. You have inserted the following equation to the document:

$$\frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

Now you want to save this equation as a building block to the gallery of equations under the general category and it will insert content in its own page. Perform the required actions in the following dialog box to save this equation to the gallery.

- A. Option



- B. Option



Answer: A

Question No. 4

You work as an Office Assistant for company Inc. You have created a form in Word 2010. While reviewing the form, you want to remove some fields from it. Which of the following actions will you take to accomplish the task?

- A. Click the field and press the Delete button on the Developer tab.
- B. Click the field and press the Del button.
- C. Click the field and press the Backspace button.
- D. Double-click the field and press the Del button.

Answer: D

Question No. 5

You work as an Office Assistant for company. You are creating a Word document in Word 2010. In the document, you select a word or a phrase and then apply Heading 1. The text that you selected is formatted with the text characteristics of the Heading 1 style, but none of the paragraph characteristics are applied. Which of the following styles will you use to apply the paragraph characteristics to the word or phrase?

- A. WordArt styles
- B. Linked styles
- C. Character styles
- D. SmartArt styles

Answer: B

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