1. Which among the following is not true regarding the use of a pie chart?

**Answers:**

• A pie chart could be used when there is only one data series to be plotted.

• A pie chart could be used when the data points in a pie chart are displayed as a percentage of the whole pie.

• A pie chart could be used when none of the values that need to be plotted on the chart is negative.

• A pie chart should be used when there are more than seven categories.

2. Josh is creating a collage for his college project. He has an image - Image A - which he wants to show in different color themes so as to represent different moods in the collage (Images B, C and D). How can Josh achieve this in Microsoft Word 2010?

**Answers:**

• By using Format Painter.

• By altering the Line Color.

• By using the Recolor option under Format Picture.

• This can't be achieved in Microsoft Word 2010.

3. My table heading row is not repeating on subsequent pages though I have properly set the header row to repeat. What is one problem that might be causing this behavior?

**Answers:**

• "Allow row to break across pages" is unchecked.

• My top and bottom margins are too small.

• There are hard page breaks in my table.

4. Using the Draw Table option, it is possible to split an existing table cell into two separate and distinct cells:

**Answers:**

• horizontally

• vertically

• diagonally

5. If I do not want the contents of one of my fields to automatically update, I would have to do which of the following?

**Answers:**

• Lock the field.

• Protect the field.

• Make the field hidden.

• Turn field shading off.

6. To select vertical blocks of text, you would hold down which key while dragging the mouse?

**Answers:**

• Alt

• Ctrl

• Shift

7. Below are two statements regarding Breaks in Microsoft Word 2010.

Statement X: Text Wrapping Page Break separates text around objects on web pages, such as caption text from body text.

Statement Y: Continuous Section Break inserts a section break and starts the new section on the next page.

Which of the following options is correct?

**Answers:**

• Statement X is correct. Statement Y is incorrect.

• Statement X is incorrect. Statement Y is correct.

• Both Statements X and Y are correct.

• Both Statements X and Y are incorrect.

8. To convert an existing picture to the shape of a star, which of the options will be useful?

**Answers:**

• Picture Effects

• Insert Shapes

• Picture Layout

• Crop to Shape

9. Which of the following options allows you to arrange drawings in your document so they may be moved, kept together, aligned, or formatted more easily?

**Answers:**

• Insert Clip Art

• Insert Flowchart

• Insert SmartArt

• Insert Quick Parts

• Insert Drawing Canvas

10. You need to insert an image of only part of a web page that is currently open in your browser. You would use:

**Answers:**

• Insert, Screenshot

• Insert, Screen Clipping

• Print Screen

• Insert, Image

11. Which of the following is NOT a type of Section Break?

**Answers:**

• Next Page

• Linked

• EvenPage

• Continuous

12. Applying a theme to your document affects all content except tables.

**Answers:**

• True

• False

13. To insert a new citation to a specific book in a Microsoft Word 2010 document, you should select:

**Answers:**

• References" > "Style".

• References" >"Insert Citation" >"Add New Source.

• References" >"Insert Citation" >"Add New Placeholder.

• None of the above

14. What is the function of Widow/Orphan control in Microsoft Word 2010?

**Answers:**

• It is a feature that prevents single lines of paragraphs from appearing on a separate page from the rest of the paragraph.

• It is a feature which indents only the first line of a paragraph.

• It is a feature used to change the layout or formatting of a page or pages.

• It is feature which is used to insert ghosted text behind the content of the page.

15. Microsoft Word 2010 enables you to wrap text easily around pictures, shapes and tables with any position or style that you want. When should a "Text wrapping break" be used?

**Answers:**

• While applying a wrapping style to an image.

• While applying a wrapping style to a table.

• When you want to separate text around objects on web pages.

• When you want to see the hidden formatting marks used in the page.

16. Microsoft Word 2010 has enabled ligatures for which of the following fonts?

**Answers:**

• Open Type fonts

• True Type fonts

17. You want to select all instances of a specific style used in your document. However, the Select All command in the Styles pane is not available (grayed out). You must enable:

**Answers:**

• Formatting marks

• Keep track of formatting

• Linked styles

18. Consider the following scenario:

A table cell contains text. You place your cursor in that cell and split it into two columns. The resultant text will:

**Answers:**

• be spread across both cells.

• be deleted.

• remain intact in the first cell and the second cell will be empty.

19. Roger was editing a Word document, when his mobile phone rang. By mistake, some button got clicked on the Word 2010 Ribbon area, so that the document's appearance changed from Image A to Image B. Which of the following options could be the cause?

**Answers:**

• Margins were activated on the document.

• Tables with maximum number of rows and columns was added to the document.

• Gridlines were enabled from the View Tab.

• A preset Watermark was inserted.

20. When you apply a theme to a Microsoft Word 2010 document, all the tables, charts, SmartArt graphics, shapes, and other objects are updated to complement one another.

**Answers:**

• True

• False

21. Which among the following chart types do not have axes?

**Answers:**

• Bar charts

• XY (Scatter) charts

• Doughnut charts

• Area charts

22. Martha is preparing a trigonometry worksheet for her students. She wants to include the following example in the sheet. Which is the quickest way to achieve this?

**Answers:**

• Click Formula on the Insert tab.

• Click Symbol on the Insert tab.

• Click WordArt on the Insert tab.

• Click Equation on the Insert tab.

23. You want to add an image as the first character in your paragraph. Which type of text wrapping treats your graphic as if it were a character?

**Answers:**

• Through

• Square

• In Front of Text

• In Line with Text

24. If you were writing a book and wanted each chapter to start on the right page, which Section Break would you use to begin each chapter?

**Answers:**

• Even Page

• Odd Page

• Continuous

25. What view must be used when inserting a subdocument?

**Answers:**

• Print Layout

• Web Layout

• Outline

• Full Screen Reading

26. Sarah receives a company turnover summary in the form of an embedded Excel chart (as shown in the above image) in a Microsoft Word 2010 document from her boss. Her boss wants the chart to be sent over to the Public Relations department with a line in the chart showing the variations in the company's turnover, as well as a prediction for the next 2 years. The turnover values for each year also need to be sent separately in an Excel file. What should Sarah do to achieve this in the shortest possible time?

**Answers:**

• Take a screenshot of the chart and ask a designer to draw a line showing the trends. She can then type the data manually into an excel sheet.

• Import the chart into an Excel sheet and change the formatting of the chart to a line chart. She can then copy the corresponding fields into a separate Excel file and send it over.

• Change chart type to a line chart and type all the values into an Excel file.

• Use the Trendline feature to create a line showing the trends and copy the data from the Excel sheet field which opens up on clicking Edit Data.

27. With which chart type(s) is the "Depth Gridlines" option available?

**Answers:**

• Bubble chart

• Line chart

• True 3D chart

• All of the above

28. Dave receives a file named Theme1.thmx from his boss. Opening the file opens a blank PowerPoint document. On clarifying from his boss, he learns that the .thmx file contains a particular theme which needs to be applied to the annual report on which Dave is working. How can Dave achieve this?

**Answers:**

• By pasting all the text of the report in the PowerPoint file which opens on double clicking the .thmx file and then saving it as a Word document.

• By opening the .thmx file with Microsoft Word 2010 and pasting the complete report text into it.

• Dave's Boss is wrong. No such arrangement is possible in Microsoft Word 2010.

• By opening the Word file containing the report, and importing the theme from the .thmx file by using the "Browse for themes" option on the Page Layout tab.

29. Why would you use content controls in a document?

**Answers:**

• To get information from another source and have it appear at a specific place in a document.For example, the customer data automatically appears when you create a new invoice.

• To create a document and restrict what people can do with it. For example, you create a document that contains legal language, and you want to ensure people don't accidentally change or delete any of its text.

• To create structured regions of a document that people fill out. For example, the cover page of the proposal can't be changed except by filling out the title and author.

• All of the above

• None of the above

30. If a table cell is vertically split into two separate cells using the Draw Table option, any existing text in the cell will be split up and text will appear in both of the two newly created cells.

**Answers:**

• True

• False

31. Samantha is given an article to proofread. The article runs into hundreds of pages. She is asked to use hyphens to allow words in the article to break between two lines. There is an option in Microsoft Word 2010 which can be used to achieve this result with a single click. Please identify it.

**Answers:**

• Breaks

• Indentation

• Orientation

• Hyphenation

32. Which among the following options represents Legend entries in the given picture?

**Answers:**

• A

• B

• C

• None of the above

33. Which of the following protects a document from changes in Microsoft Word 2010?

**Answers:**

• Restrict Editing

• Encrypt with Password

• Add a Digital Signature

• Mark as Final

• All of the above

34. Anna selects a paragraph in a Microsoft Word 2010 file. On the horizontal ruler, she drags the Hanging Indent marker to the left. What will happen?

**Answers:**

• The whole paragraph will get indented to the left.

• The first line will get indented to the left.

• All but the first line will get indented to the left.

35. When using the booklet-printing feature, the term "gutter" refers to the space between page content and the fold in the middle of the paper where you would normally bind pages together.

**Answers:**

• True

• False

36. While working on a project report, Anna inserts various citations in the MLA style by using the Insert Citation option on the References tab. On completing the report, she realizes that she was required to use the Chicago style. To correct this, Anna should:

**Answers:**

• change all the citations individually to the desired style.

• remove all the citations and then enter them afresh in the new style.

• Select Chicago from the Style dropdown list on the References tab.

37. In Microsoft Word 2010, "Keep lines together" paragraph formatting:

**Answers:**

• works well for paragraphs within a table if "Allow row to break across pages" is also selected.

• automatically enables the text rows to break across pages.

• does not work for paragraphs within a table if "Allow row to break across pages" is also selected.

• always works for paragraphs within a table.

38. On creating her two page resume, Emma finds the paragraph heading for her "Professional Achievements" paragraph is showing at the bottom of the first page, while the details are on the next page. To keep the paragraph heading as well as the paragraph text on the same page, and assuming there are no empty paragraph markers in the document and the widow/orphan option is turned on, Emma should click in the paragraph heading and select which option from the Paragraph group:

**Answers:**

• Keep lines together

• Keep with next

• Widow/orphan

39. If your table of contents is not hyperlinking when you click on the page number, what do you need to do?

**Answers:**

• Regenerate the table of contents.

• Add \H to the table of contents field.

• Add \L to the table of contents field.

• Press Ctrl H.

40. Choose the INCORRECT statement:

**Answers:**

• Only high-risk documents from an uncertain location are opened in Read-Only view.

• All documents that contain macros open in Read-Only view.

41. A particular chart layout can be applied to a chart only if:

**Answers:**

• it has been saved as a template in the Charts Template folder.

• it has been set as the default chart.

• it is a 2D chart.

• it is a 3D chart.

42. You are editing a shape using the Drawing Tools. Which among the following Shape Fill options in the Shape Styles group gives you control over the transparency for a shape?

**Answers:**

• Fill color, More Fill Colors

• Background Color

• Texture

• Pattern

43. If you want to create a citation and fill in the source information later, you should:

**Answers:**

• insert a caption.

• add a placeholder.

• add a new source.

• insert a cross-reference.

44. Josh is to create a technical write-up comprising short paragraphs with double line spacing. Each paragraph is to be separated from the other by a single line space. He writes a paragraph, selects the text, points to Line Spacing on the paragraph toolbar and sets it to 2.0. He gets the paragraph double spaced. The moment he clicks enter to start a new paragraph, it automatically gets double spaced. How can Josh achieve paragraphs separated by single line spaces from each other within the document?

**Answers:**

• He sets the Line Spacing on the formatting toolbar to 1.0.

• He selects the double-spaced paragraphs and clicks on Paragraph.Then under Indents and Spacing, he sets the Spacing "Before" and "After" options to zero.

• He uses the Shift and Enter keys at the same time to create a new paragraph.

• He selects the double-spaced paragraphs and clicks on Paragraph. Then under Indents and Spacing, he sets the Spacing "Before" and "After" options to Auto.

45. Which of the following is NOT an option when inserting a Cross-reference?

**Answers:**

• Numbered item

• SmartArt

• Heading

• Equation

• Table

46. How many items can be maintained on the clipboard at one time?

**Answers:**

• One

• Up to 24

• Unlimited

• Up to 100

47. You are editing a shape. Which among the following Shape Fill options in the Shape Styles group gives you control over the transparency for a shape?

**Answers:**

• Fill color, More Fill Colors

• Background Color

• Texture

• Pattern

48. While editing a Word document on his computer, Pete looked aside to pick up his ringing mobile phone. In the process, he mistakenly pressed a key on the Word 2010 Ribbon area and the document's appearance changed from as in Image A to as in Image B. Which of the following options could be the cause?

**Answers:**

• Margins were activated on the document.

• Tables with maximum number of rows and columns were added to the document.

• Gridlines were enabled from the View Tab.

• A preset Watermark was inserted.

49. You need to email a picture to your co-workers, but the file is too large. Where on the Picture Tools ribbon would you find the option to minimize the file size for email sharing purposes:

**Answers:**

• Corrections

• Change Picture

• Compress Picture

• Picture Layout