

Microsoft Word Multiple Choice Questions

- 1) Microsoft Office Word is a (n) \_\_\_\_\_.
  - a) full-featured word processing program that can be used to create and revise professional looking documents easily \*
  - b) area in the computer's main memory in which Microsoft\_Office text files are stored temporarily\_program included with Windows 2000 that can be used
  - c) Only to create or edit text files, smaller than 64K, that do not require formatting
  - d) classified password that prevents unauthorized users from accessing a protected Microsoft Office item or document
- 2) what type of software is used for creating letters papers and other document \_\_\_\_\_.
  - a) word processor \*
  - b) Spread Sheet
  - c) Data Base
  - d) All of Above
- 3) A program which helps to create written document and lets you go back and make correction as necessary \_\_\_\_\_.
  - a) word processor \*
  - b) Spread Sheets
  - c) Work book
  - d) Note Book
- 4) MS-word comes under \_\_\_\_\_.
  - a) Documentation \*
  - b) graphics
  - c) database
  - d) Spreadsheet
- 5) A \_\_\_\_\_ is an application that allows the user to compose and edit simple document.
  - a) word processor \*
  - b) spreadsheet
  - c) database
  - d) any of the above
- 6) A word processor can be used to
  - a) write text
  - b) edit text
  - c) print text
  - d) all of these \*
- 7) Computer word processing includes process of
  - a) entering text
  - b) editing text
  - c) formatting document
  - d) all of these \*
- 8) What is the default file extension for all Word documents?
  - a) .texts
  - b) .word
  - c) .docs
  - d) .docx \*
- 9) A word processor would most likely be used to type a \_\_\_\_\_.
  - a) Biography \*
  - b) Calculation
  - c) Counting
  - d) None of Above

# Microsoft 2010 Exam Answers

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Davis,Chuck Cothren**

## **Microsoft 2010 Exam Answers:**

**Exam Ref 70-342 Advanced Solutions of Microsoft Exchange Server 2013 (MCSE)** Brian Reid, Steve Goodman, 2015-01-22 Prepare for Microsoft Exam 70 342 and demonstrate your real world mastery of advanced Microsoft Exchange Server 2013 solution design configuration implementation management and support Designed for experienced IT professionals ready to advance Exam Ref focuses on critical thinking and decision making acumen needed for success at the MCSE level Focus on the expertise measured by these objectives Configure manage and migrate Unified Messaging Design configure and manage site resiliency Design configure and manage advanced security Configure and manage compliance archiving and discovery solutions Implement and manage coexistence hybrid scenarios migration and federation This Microsoft Exam Ref Organizes its coverage by exam objectives Features strategic what if scenarios to challenge you Provides exam preparation tips written by two Exchange Server MVPs Assumes you have at least three years of experience managing Exchange Servers and have responsibilities for an enterprise Exchange messaging environment About the Exam Exam 70 342 is one of two exams focused on Microsoft Exchange Server 2013 skills and knowledge for moving to the cloud increasing user productivity and flexibility reducing data loss and improving data security About Microsoft Certification Passing this exam earns you credit toward a Microsoft Certified Solutions Expert MCSE certification that proves your ability to build innovative solutions across multiple technologies both on premises and in the cloud Exam 70 341 and Exam 70 342 are required for MCSE Messaging Solutions Expert certification See full details at microsoft com learning **Configuring Microsoft SharePoint 2010** Dan Holme, Alistair Matthews, 2011 A preparation guide for the MCTS Microsoft Certified Technology Specialist certification for Microsoft SharePoint 2010 **Microsoft Office 2010 Demystified** Karin Rex, 2011-10-11 It s EASIER than ever to get started with Microsoft Office 2010 Navigate your way around the Microsoft Office 2010 suite without getting lost in too many details Microsoft Office 2010 Demystified shows you the ropes and explains the new handy and most popular functions of each application Written in a step by step tutorial format this practical guide begins with an overview of the suite and the universal features that can be used in all of the individual programs Then you ll drill down into the specifics of Word Excel PowerPoint Outlook and Access Detailed explanations and screenshots make it easy to understand the material and end of chapter quizzes and a final exam help reinforce key concepts It s a no brainer You ll learn how to Create great looking Word documents Crunch numbers and get graphical in Excel spreadsheets Develop persuasive PowerPoint presentations Manage your email tasks calendar and contacts with Outlook Build and manage Access databases Simple enough for a beginner but challenging enough for an advanced student Microsoft Office 2010 Demystified helps you master this powerful suite of applications **(MCTS) Microsoft BizTalk Server (70-595) Certification and Assessment Guide: Second Edition** Johan Hedberg, Morten la Cour, Kent Weare, 2014-03-10 A hands on certification guide with practical examples and sample questions and answers to help BizTalk developers pass the Microsoft BizTalk Server

2010 70 595 exam If you are an intermediate level BizTalk developer who wants to pass the Microsoft BizTalk Server 2010 70 595 exam then this book is for you A working knowledge of fundamental BizTalk concepts around the core messaging engine and building business processes using orchestrations is assumed but not required In addition core knowledge of Windows Communication Foundation WCF and a basic understanding of Electronic Data Interchange EDI is recommended **MCTS Self-Paced Training Kit (Exam 70-667)** Dan Holme, Dan Holme and Alistair Matthews, 2011 **Handbook of Research on Educational Communications and Technology** J. Michael Spector, M. David Merrill, Jan Elen, M. J. Bishop, 2013-07-03 The 4th edition of the Handbook of Research on Educational Communications and Technology expands upon the previous 3 versions providing a comprehensive update on research pertaining to new and emerging educational technologies Chapters that are no longer pertinent have been eliminated in this edition with most chapters being completely rewritten expanded and updated Additionally new chapters pertaining to research methodologies in educational technology have been added due to expressed reader interest Each chapter now contains an extensive literature review documenting and explaining the most recent outstanding research including major findings and methodologies employed The Handbook authors continue to be international leaders in their respective fields the list is cross disciplinary by design and great effort was taken to invite authors outside of the traditional instructional design and technology community **Mastering System Center 2012 Operations Manager** Bob Cornelissen, Paul Keely, Kevin Greene, Ivan Hadzhiyski, Samuel M. Allen, Telmo Sampaio, 2012-10-18 An essential guide on the latest version of Microsoft's server management tool Microsoft's powerful Mastering System Center 2012 Operations Manager introduces many exciting new and enhanced feature sets that allow for large scale management of mission critical servers This comprehensive guide provides invaluable coverage to help organizations monitor their environments across computers network and storage infrastructures while maintaining efficient and effective service levels across their applications Provides intermediate and advanced coverage of all aspects of Systems Center 2012 Operations Manager including designing planning deploying managing maintaining and scripting Operations Manager Offers a hands on approach by providing many real world scenarios to show you how to use the tool in various contexts Anchors conceptual explanations in practical application Mastering System Center 2012 Operations Manager clearly shows you how this powerful server management tool can best be used to serve your organization's needs **MCTS Microsoft Windows 7 Configuration Study Guide, Study Guide** William Panek, 2011-10-18 A fully updated study guide for MCTS exam 70 680 Demand for experienced qualified Windows 7 administrators remains high IT professionals seeking certification in Windows 7 administration will find everything they need to learn to pass the MCTS exam 70 680 in this complete Sybex Study Guide Updated to cover the most recent version of the exam this comprehensive guide examines all the exam objectives using real world scenarios hands on exercises and challenging review questions Certification in Windows 7 administration is highly prized by IT professionals and employers this comprehensive study guide covers everything you

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**220-801 & 220-802)** Mike Meyers, 2012-08-22 Essential Skills for a Successful IT Career Written by the leading authority on CompTIA A certification and training this instructive full color guide will help you pass CompTIA A exams 220 801 and 220 802 and become an expert hardware technician Mike Meyers CompTIA A Guide to Managing and Troubleshooting PCs Fourth Edition is completely up to date with the new CompTIA A standards Inside you ll find helpful on the job tips end of chapter practice questions and hundreds of photographs and illustrations Answers and solutions to the end of chapter sections are only available to instructors and are not printed inside the book Learn how to Work with CPUs RAM BIOS settings motherboards power supplies and other PC components Install configure and troubleshoot hard drives Manage input devices and removable media Install upgrade and troubleshoot Windows XP Windows Vista and Windows 7 Troubleshoot all common PC problems Install video and multimedia cards Work with smartphones tablets and other mobile devices Install and configure wired and wireless networks Connect to the Internet Protect your PC and your network Install configure and manage printers Work with virtualization technologies Understand safety and environmental issues Electronic content features Practice exams for 801 802 with hundreds of questions One hour of free video training from Mike Meyers A collection of Mike s latest favorite shareware and freeware PC tools and utilities Adobe Digital Editions free eBook download subject to Adobe s system requirements Each chapter includes Learning objectives Photographs and illustrations Real world examples Try This and Cross Check exercises Key terms highlighted Tech Tips Notes and Warnings Exam Tips End of chapter quizzes and lab projects

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**Windows 7 Resource Kit** Mitch Tulloch, 2010 Delivers the information you need to administer your Windows 7 system

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of the security environment where you will be forced to deal with not only technical details but also other issues such as security policies and procedures as well as training and education Although many individuals involved in computer and network security have advanced degrees in math computer science information systems or computer or electrical engineering you do not need this technical background to address security effectively in your organization You do not need to develop your own cryptographic algorithm for example you simply need to be able to understand how cryptography is used along with its strengths and weaknesses As you progress in your studies you will learn that many security problems are caused by the human element The best technology in the world still ends up being placed in an environment where humans have the opportunity to foul things up and all too often do

**Part I Security Concepts** The book begins with an introduction to some of the basic elements of security

**Part II Cryptography and Applications** Cryptography is an important part of security and this part covers this topic in detail The purpose is not to make cryptographers out of readers but to instead provide a basic understanding of how cryptography works and what goes into a basic cryptographic scheme An important subject in cryptography and one that is essential for the reader to understand is the creation of public key infrastructures and this topic is covered as well

**Part III Security in the Infrastructure** The next part concerns infrastructure issues In this case we are not referring to the critical infrastructures identified by the White House several years ago identifying sectors such as telecommunications banking and finance oil and gas and so forth but instead the various components that form the backbone of an organization's security structure

**Part IV Security in Transmissions** This part discusses communications security This is an important aspect of security because for years now we have connected our computers together into a vast array of networks Various protocols in use today that the security practitioner needs to be aware of are discussed in this part

**Part V Operational Security** This part addresses operational and organizational issues This is where we depart from a discussion of technology again and will instead discuss how security is accomplished in an organization Because we know that we will not be absolutely successful in our security efforts attackers are always finding new holes and ways around our security defenses one of the most important topics we will address is the subject of security incident response and recovery Also included is a discussion of change management addressing the subject we alluded to earlier when addressing the problems with patch management security awareness and training incident response and forensics

**Part VI Appendixes** There are two appendixes in CompTIA Security All in One Exam Guide Appendix A provides an additional in depth explanation of the OSI model and Internet protocols should this information be new to you and Appendix B explains how best to use the CD ROM included with this book

**Glossary** Located just before the index you will find a useful glossary of security terminology including many related acronyms and their meanings We hope that you use the glossary frequently and find it to be a useful study aid as you work your way through the various topics in this exam guide

**CEH Certified Ethical Hacker All-in-One Exam Guide, Third Edition** Matt Walker, 2016-09-16 Fully up to date coverage of every topic on the CEH v9 certification exam Thoroughly

revised for current exam objectives this integrated self study system offers complete coverage of the EC Council s Certified Ethical Hacker v9 exam Inside IT security expert Matt Walker discusses all of the tools techniques and exploits relevant to the CEH exam Readers will find learning objectives at the beginning of each chapter exam tips end of chapter reviews and practice exam questions with in depth answer explanations An integrated study system based on proven pedagogy CEH Certified Ethical Hacker All in One Exam Guide Third Edition features brand new explanations of cloud computing and mobile platforms and addresses vulnerabilities to the latest technologies and operating systems Readers will learn about footprinting and reconnaissance malware hacking Web applications and mobile platforms cloud computing vulnerabilities and much more Designed to help you pass the exam with ease this authoritative resource will also serve as an essential on the job reference Features more than 400 accurate practice questions including new performance based questions Electronic content includes 2 complete practice exams and a PDF copy of the book Written by an experienced educator with more than 30 years of experience in the field

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