Midterm Exam Solutions

Word – Short Answer

1. Describe **one** way in which you can change the picture inside a Word document shown in Figure 1, "Apple: Before" to the picture shown in Figure 2, "Apple: After".
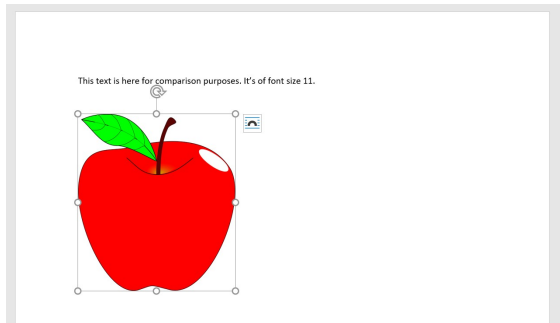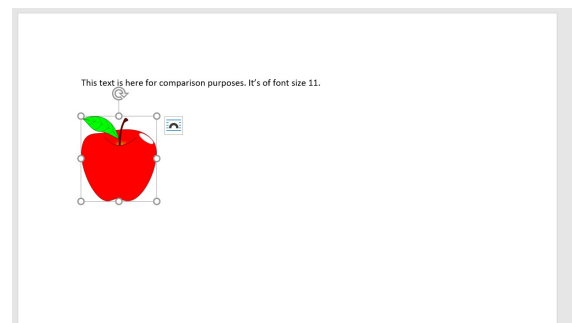

Figure 1: Apple: Before

Figure 2: Apple: After

(Pages: 514 – 516) (7.14 points)

Correct answer: Select the picture → Click on any one of the 4 corner sizing handles (those white small circles on the picture's corners,) and drag it towards the opposite corner (inwards the picture) until the picture becomes as small as needed.

2. Where should you click to change the table in Figure 3, "Table: Before" to the one in Figure 4, "Table: After"?

Figure 3: Table: Before

Figure 4: Table: After

(Pages: 494 – 498) (7.14 points)

Correct answer: Right-click inside the 2nd row, and select to insert a row below this 2nd row. Alternatively, right-click inside the 3rd row, and select to insert a row above this 3rd row.

3. Mention **two** ways to change the zoom of a Word document to 100%.

(Pages: 370) (7.14 points)

Correct answer: Any 2 of:

(a) View Tab → Click the "100%" button.

(b) Status Bar → Click the - or + buttons until 100% is displayed.

(c) Drag the zoom slider until 100% is displayed.

4. In Word, where should you click to change the Margin size of the document to 0.5 inches all across?

(Pages: 772 — 774) (7.14 points)

Correct answer: Layout Tab → Margins button → Click the "Narrow" option.

5. Explain **one** difference between a **.docx** Word file and a **.doc** Word file.

(Pages: 380 – 382) (7.14 points)

Correct answer: One of the following answers would suffice:

- A **.docx** Word file belongs the newest version of Word, while a **.doc** Word file belongs to an older version of Word.
- A **.docx** Word file works with Word 2007 and beyond, while a **.doc** Word file works with Microsoft Word 2003 and older.
- A **.docx** Word file has improved scripts, macros, and other features, compared to a **.doc** Word file.

6. Using Word, you are writing an MLA paper for your English class. The MLA format requires you to create a page header. Describe the steps of creating a blank header in a Word document. (Don't write about how you add your last name and page number.)

(Pages: 470 – 473) (7.14 points)

Correct answer: Insert tab → Header button → Blank option

7. You changed the font of some text in a Word document by mistake. Describe **one** way of un-doing this change.

(Pages: 63 – 64) (7.14 points)

Correct answer: (easiest:) Click the Undo button in the Quick Access Toolbar at the top-left of the Word window OR use the Ctrl+Z / Cmnd+Z shortcuts.

PowerPoint – Short Answer

8. What is the difference between this list:

- Apple
- Cherry
- Banana
- Strawberry
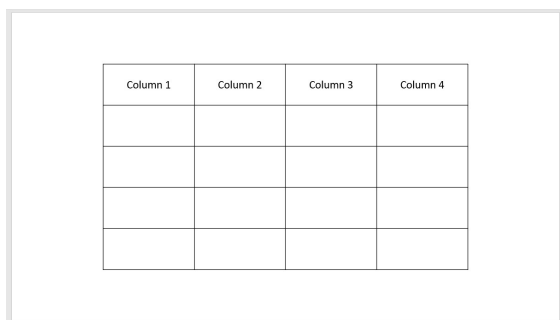
and this list:

- Fruit
  - Apple
  - Cherry
- Veggies
  - Banana
  - Strawberry

In your answer, speak about the hierarchy of the lists, not the content (the fruits and veggies) and not the way the bullet points look.
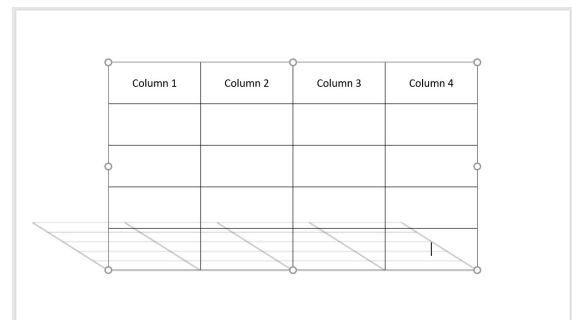
(Pages: 443 – 446) (7.14 points)

Correct answer: The first list is a regular first-level bulleted list, while the second list is a multi-level bulleted list with 1st-level and 2nd-level items.

9. Where do you need to click to change the table in Figure 5, "Table: Before" to the table in Figure 6, "Table: After"? Your answer must use a button from the Table Tools: Design tab.

Figure 5: Table: Before

Figure 6: Table: After

(Pages: 549 – 551) (7.14 points)

Correct answer: Select the table → click on the Table Tools: Design tab → Click on the Effects button → Move the mouse over the "Shadow" option → Click on the "Perspective: Upper Left" shadow option to add it.

10. How do you change the layout of a slide to Title and Content? Mention **one** way.

    (Pages: 902 – 903) (7.14 points)

    Correct answer: Right-click the slide you want to delete inside the Slides tab → Move the mouse above the "Layout" option → Click on the layout which you want the slide to have.

11. How can you insert a picture inside the object shown in Figure 7? Assume that the picture you wish to insert is already located on your computer's Desktop folder.
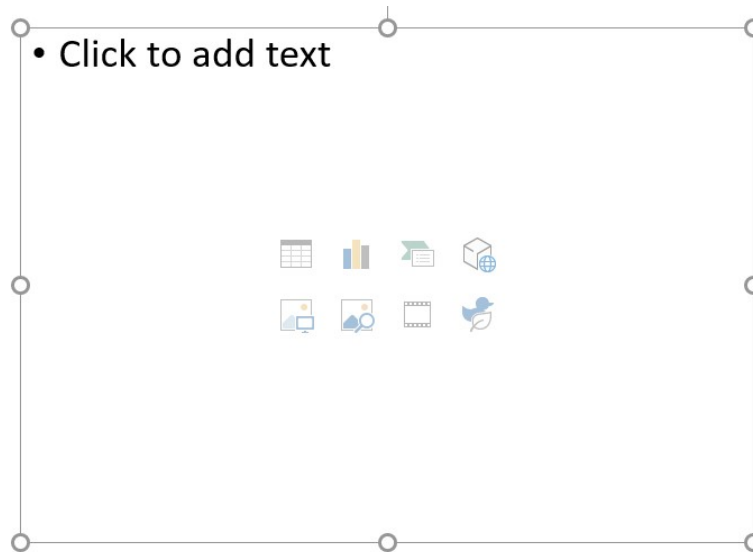

Figure 7: Insert Picture Here

    (Pages: 921 – 924) (7.14 points)

    Correct answer: This object is the Content Placeholder. Click the Pictures icon inside this content placeholder to open the Insert Picture dialog box → Scroll through the list of files on the Desktop to find that picture → double-click the name of this picture, which will insert it into the slide, thus replacing the placeholder.

12. You are are working on a PowerPoint presentation with 3 slides. The thumbnails (small pictures) of your slides are displayed in the Slides tab/area shown in Figure 8, "My Slides". Where should you click to change the Slides tab to the one in Figure 9, "My Slides: Changed"?

    (Pages: 907 – 908) (7.14 points)

    Correct answer: Click on Slide 2 in the Slides tab/area → Drag it below the Slide 3 → When you notice that Slide 3 move above Slide 2, release the mouse. Now, the two slides exchanged their order!

Figure 8: My Slides

Figure 9: My Slides: Changed

13. Where do you need to click to change the chart in Figure 10, "Chart: Before" to the chart in Figure 11, "Chart: After"? Your answer must use a button from the Chart Tools: Format tab.
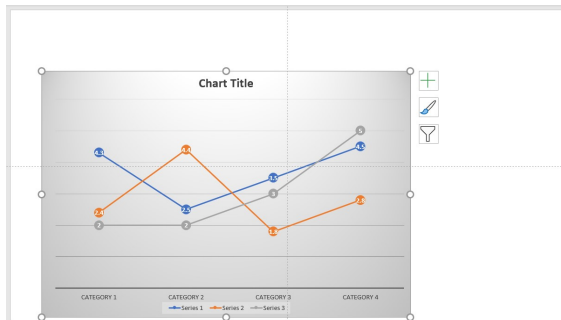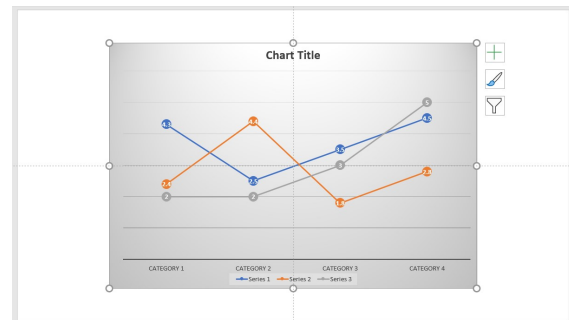

Figure 10: Chart: Before

Figure 11: Chart: After

(Pages: 1126 – 1133) (7.14 points)

Correct answer: Select the chart → click on the Chart Tools: Format tab → Click on the Align button → click on "Align Center" → Click on the Align button again → click on "Align Middle".

14. Explain why the 1st slide in a PowerPoint presentation is called the "Title Slide," according to our lectures.

(Pages: 1155 – 1156) (7.14 points)

Correct answer: The Title Slide comes with placeholders for both the title and subtitle of the entire presentation, so it serves as the title of the presentation.

Extra Credit

Word

15. Where should you click to change the text layout in picture 12, "My Text Layout: Before" to the one in the picture 13, "My Text Layout: After" inside a Word document?

(Pages: 465 – 469) (2.5 points)

Correct answer: The difference between the layout is in the number of columns: while the "My Text Layout: Before" image has 2 columns, the "My Text Layout: After" image has 4 columns. To change the layout to the one shown on the "My Text Layout: After" image, you could select the entire text in the document → click on the Layout tab → click the Column arrow → click the "More Columns..." option, and then type the number 4 next to "Number of Columns".

16. Where should you click to save all the recently-made changes in a currently open Word document? (You already saved the document before, but just made some changes to it.) Mention **two** ways.
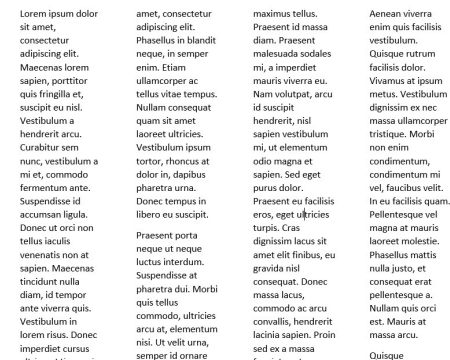
Figure 12: My Text Layout: Before

Figure 13: My Text Layout: After

(Pages: 369, 372 – 378) (2.5 points)

Correct answer: You could either (1) click on Quick Access Toolbar → 'Save' button, or (2) click Ctrl + S (Cmnd + S on Mac), or (3) click File → 'Save' option (not 'Save As'.) Either two of the options are good for the answer.

PowerPoint

17. How can you enter a hyperlink into an existing text?

(Pages: 524 – 529) (2.5 points)

Correct answer: Select the text from which you want to make a hyperlink → Insert tab → Link button (the Insert Hyperlink dialog box will open) → Click OK.

18. How do you change the shapes on a PowerPoint slide shown in Figure 14, "Three Shapes" to the shape in Figure 15, "Three Shapes: Changed"?

Figure 14: Three Shapes

Figure 15: Three Shapes: Changed

(Pages: 945 – 949) (2.5 points)

Correct answer: The three shapes have been grouped into a single shape. To group 2 or more shapes, select them all by using the Ctrl or Command button. Then, click the Home tab $\rightarrow$ Arrange button $\rightarrow$ Group option to group the shapes.

– End of Midterm Exam Solutions –