

# Midterm Exam Solutions

## Word – Short Answer

1. If a paragraph has 16 points of space below it, and the paragraph underneath has additional 8 points of space above it, how much space is there between the two paragraphs? (Pages: 412 – 416) (7.14 points)

**Correct answer:** Since there are 16 points of space below the 1st paragraph and there are 8 points of space above the 2nd paragraph, there will be a total of 24 points of space between the two paragraphs.

2. Where should you click to change the watermark in the picture 1, “Watermark: Before” to the watermark in the picture 2, “Watermark: After”?

Figure 1: Watermark: Before. The image shows a document page with a large, diagonal watermark reading 'DRAFT' across the center. The text on the page is a placeholder Lorem Ipsum paragraph.

Figure 2: Watermark: After. The image shows the same document page, but the watermark has been changed to 'DRAFT' in a different color and orientation, specifically horizontal.

Figure 1: Watermark: Before

Figure 2: Watermark: After. The image shows the same document page, but the watermark has been changed to 'DRAFT' in a different color and orientation, specifically horizontal.

Figure 2: Watermark: After. The image shows the same document page, but the watermark has been changed to 'DRAFT' in a different color and orientation, specifically horizontal.

Figure 2: Watermark: After. The image shows the same document page, but the watermark has been changed to 'DRAFT' in a different color and orientation, specifically horizontal.

Figure 2: Watermark: After. The image shows the same document page, but the watermark has been changed to 'DRAFT' in a different color and orientation, specifically horizontal.

Figure 2: Watermark: After. The image shows the same document page, but the watermark has been changed to 'DRAFT' in a different color and orientation, specifically horizontal.

Figure 2: Watermark: After. The image shows the same document page, but the watermark has been changed to 'DRAFT' in a different color and orientation, specifically horizontal.

(Pages: 556 – 560) (7.14 points)

**Correct answer:** Click the Design tab → click the Watermark arrow → click the “Custom Watermark...” option → next to the option Layout, click on “Horizontal” instead of “Diagonal” → click on Apply, and close the dialog box.

3. What are the Rulers in Word used for? Describe **one** use.

(Pages: 454 – 459) (7.14 points)

**Correct answer:** The Rulers can help you creating first-line indentation in a research paper.

4. Where should you click to change the text layout in picture 3, “My Text Layout: Before” to the one in the picture 4, “My Text Layout: After” inside a Word document?

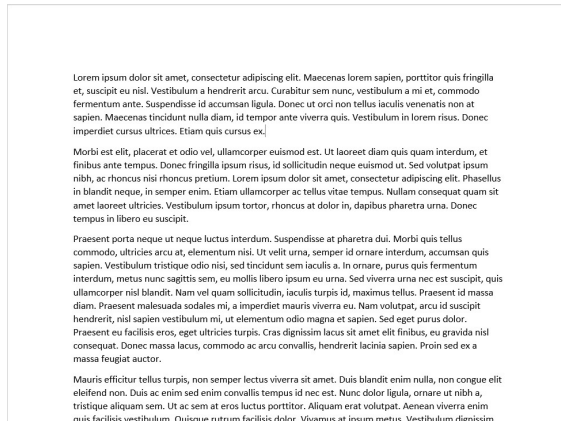


Figure 3: My Text Layout: Before

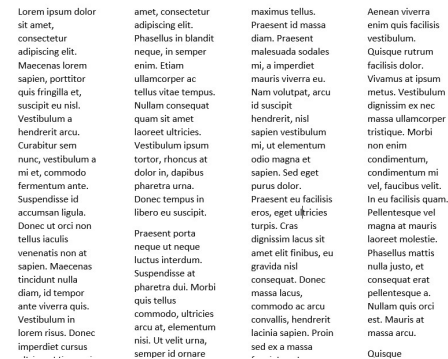


Figure 4: My Text Layout: After

(Pages: 465 – 469) (7.14 points)

**Correct answer:** The difference between the layout is in the number of columns: while the “My Text Layout: Before” image has 1 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”.

5. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 5.



Figure 5: Window Area

- (b) Explain the purpose of **one** element (button, icon, etc.) in the area whose name you mentioned in part a.

(Pages: 368 – 370) (7.14 points)

**Correct answer:**

- (a) This is the Search Bar (also called “Tell Me Box.”)  
 (b) The Search Bar lets you search for buttons and options in Word.

6. Which button in Word should you click to change the 3 paragraphs:

My name is Jane.

I love cats.

I also love pizza.

to:

(a) My name is Jane.

(b) I love cats.

(c) I also love pizza.

(Pages: 441 – 442) (7.14 points)

**Correct answer:** Select the paragraphs → Click the Home Tab → Click the Numbering button

7. What is the purpose of the following partially-shown dialog box in Figure 6?

The dialog box is titled "Bibliography Fields for MLA". It features a "Web site" dropdown menu and a "Language" dropdown menu set to "Default". The main section contains input fields for "Author" (with an "Edit" button), "Corporate Author" (with a checkbox), "Name of Web Page", "Year", "Month", "Day", "Year Accessed", "Month Accessed", "Day Accessed", and "Medium". At the bottom left, there is a checkbox for "Show All Bibliography Fields" and a "Tag name" field with a placeholder "Placeholder1". At the bottom right, there are "OK" and "Cancel" buttons.

Figure 6: Dialog Box

(Pages: 569 – 570) (7.14 points)

**Correct answer:** The purpose of the dialog box is to insert/edit the details of a new bibliographic source into a Word document to later use it inside the bibliography or inside a citation.

## PowerPoint – Short Answer

8. Which button do you need to click to add the text pointed by the red arrows in Figure 7? (Note: the object the question is asking about is below the red arrows. The arrows are for illustration only and should NOT be a part of the answer.)

Just a Title

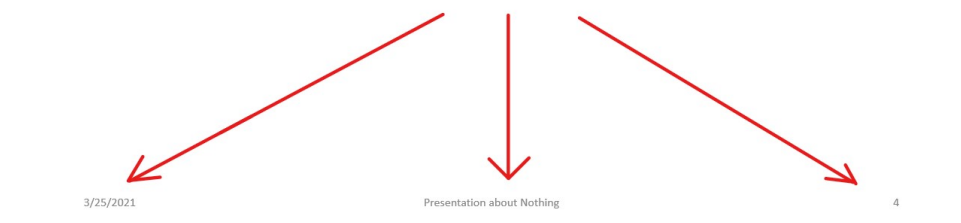


Figure 7: What is This

(Pages: 967 – 970) (7.14 points)

**Correct answer:** Click the Insert Tab → Click the “Header & Footer” button → Check the “Date and time” box → Click on the Fixed radio button → Check the “Slide Number” box → Check the “Footer” box → Type: “Presentation about Nothing” → Click the “Apply to All” button to insert this footer.

9. Where do you need to click to change the table in Figure 8, “Table: Before” to the table in Figure 9, “Table: After”? Your answer must use a button from the Table Tools: Design tab.

Column 1	Column 2	Column 3	Column 4

Figure 8: Table: Before

Column 1	Column 2	Column 3	Column 4

Figure 9: 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. You are editing a bulleted list. What happens when you click on the button in the image in Figure 10?

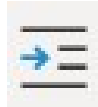


Figure 10: Button with Arrow

(Pages: 443 – 446) (7.14 points)

**Correct answer:** When you click on this Increase List Level button, the item in the list changes its importance to 2nd level point, 3rd level point, etc.

11. The bulleted list in Figure 11, “My List” was converted into the object displayed in Figure 12, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 12, “My New List”?)

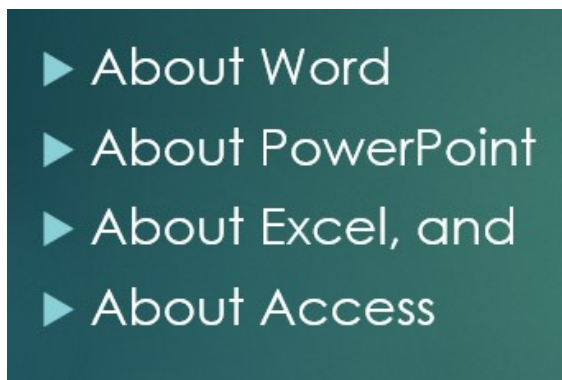


Figure 11: My List

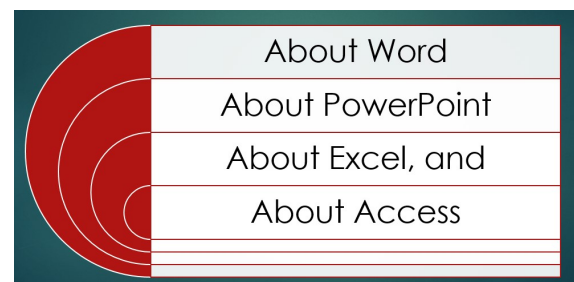


Figure 12: My New List

(Pages: 930 – 937) (7.14 points)

**Correct answer:** Select all the bulleted list’s items → Click the Home Tab → Click the “Convert to SmartArt” button → Select the appropriate SmartArt graphic to which you want the list to be converted. The specific graphic in the “My New List” Figure is called “Targeted List,” but you did not have to mention that.

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 13, “My Slides”. Where should you click to change the Slides tab to the one in Figure 14, “My Slides: Changed”?



Figure 13: My Slides



Figure 14: 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!

13. (a) What is the object displayed in Figure 15?  
(b) What happens to the object when you click on the triangle button at the bottom-left of the object?



Figure 15: Object with Buttons

(Pages: 980 – 987) (7.14 points)

**Correct answer:**

- (a) This is a video added to the PowerPoint slide.  
(b) When we click on the triangle button, the video starts playing.
14. 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.

## Extra Credit

### Word

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

(Pages: 380 – 382) (2.5 points)

**Correct answer:** One of the following answers would suffice:

- A **.docx** Word file belongs to 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.

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


(Pages: 370) (2.5 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.

## PowerPoint

17. (a) What is the name of the PowerPoint object appearing in the Figure 16?  
(b) Where do you need to click to delete/remove this object?



Click to add title

Figure 16: Object/Box

(Pages: 880 – 883) (2.5 points)

**Correct answer:**

- (a) This is the placeholder of the Title, or “Title placeholder” shortly.



(b) You can either right-click it and choose “Cut” from the shortcut menu, or click its boundary and then click on the DELETE key.

18. Name **two** tabs in PowerPoint that Word does NOT have. **Hint:** Look at PowerPoint’s tabs on the screenshot given on the textbook page listed below.

(Pages: 883) (2.5 points)

**Correct answer:** (Example:) Transitions, Animations

– End of Midterm Exam Solutions –