

# Midterm Exam Solutions

## Word – Short Answer

1. 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.

2. You inserted an oval shape into your Word document shown in Figure 1, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 2, “Moved Oval”? [**Note:** you must use a button on the Drawing Tools (Shape) Format Tab. Don’t answer “I can simply drag it there with the mouse.”]

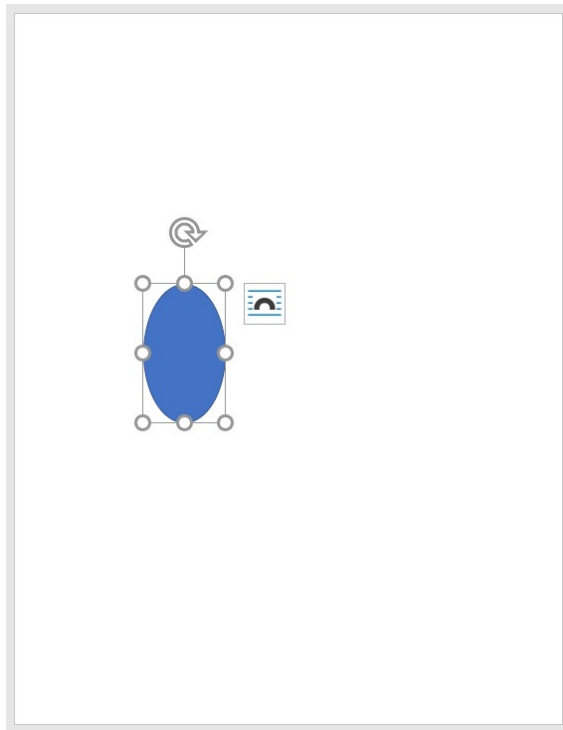


Figure 1: Added Oval Shape

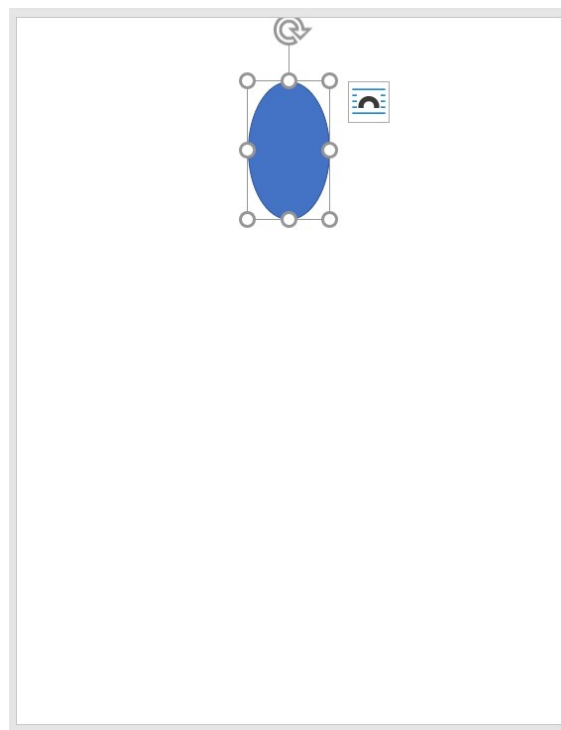


Figure 2: Moved Oval

(Pages: 519 – 521) (7.14 points)

**Correct answer:** Select the shape → Click the Drawing Tools (Shape) Format → Click the Position button → Click “Position in Top Center with Square Wrapping.”

3. What is change has been made to the picture in Figure 3, “Dino: Before”, so that it became the picture in Figure 4, “Dino: After”?

(Pages: 514 – 516) (7.14 points)

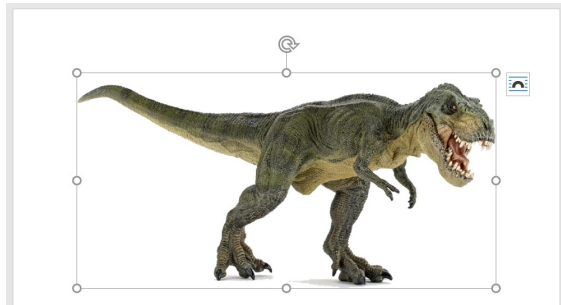


Figure 3: Dino: Before

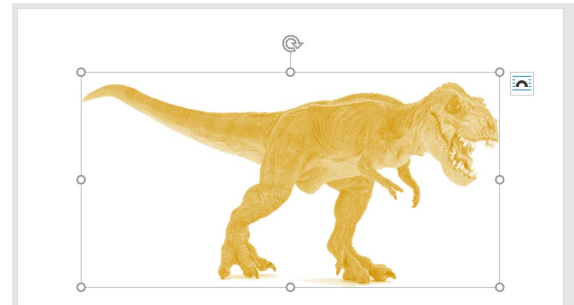


Figure 4: Dino: After

**Correct answer:** The dinosaur picture was colored Gold or Yellow, which is why it is not green anymore. The question didn't require it, but here is the procedure of changing a picture's color: Select the picture → Click the Picture Tools: Format Tab → Click the Color button → Click on the Gold or Yellow color.

4. Explain **one** way to open the Word Application on a Windows 10 computer.

(Pages: 365 – 366) (7.14 points)

**Correct answer:** Click the Start button → scroll through the list of apps until the Word app name appears → Click the Word app name to open the app.

5. 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.

(Pages: 369, 372 – 378) (7.14 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.

6. Where should you click to change the watermark in the picture 5, "Watermark: Before" to the watermark in the picture 6, "Watermark: After"?

(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.

7. What does the button displayed in the Figure 7 do?

(Pages: 370) (7.14 points)

**Correct answer:** It displays several pages, rather than a single page, at once (on one screen) inside the Word window.

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Figure 5: Watermark: Before

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Figure 6: Watermark: After

A watermark consisting of a small icon of three stacked pages followed by the text "Multiple Pages".

Figure 7: Multiple Pages

## PowerPoint – Short Answer

8. A non-square page can have one of two orientation types: portrait and landscape. Which one is the orientation type of a PowerPoint slide, and how can you tell by looking at the slide? **Note:** The cheat-sheet page describes the orientation of an Excel page, but the same idea applies to the orientation of a PowerPoint slide.

(Pages: 770) (7.14 points)

**Correct answer:** Landscape because the width of a slide is longer than its height.

9. (a) What is the object displayed in Figure 8?  
(b) What happens to the object when you click on the triangle button at the bottom-left of the object?



Figure 8: 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.
10. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 9? **Hint:** Look at the screenshots given on the textbook pages listed below.

(Pages: 900 – 903) (7.14 points)

**Correct answer:** This slide is of the type Title and Content.

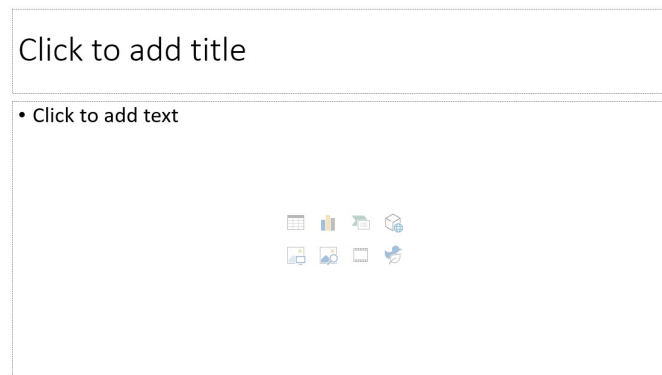


Figure 9: My Slide

11. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 10? Your answer must use the box shown in that Figure.

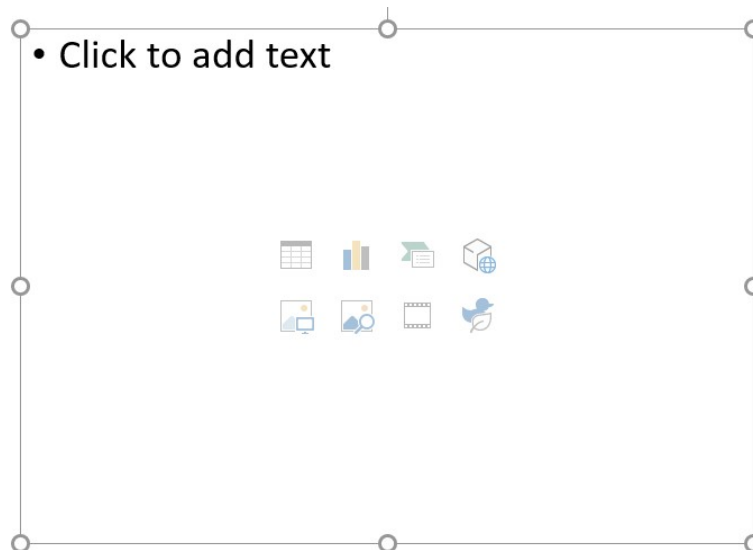


Figure 10: Insert Table Here

(Pages: 1055 – 1059) (7.14 points)

**Correct answer:** This object is a content placeholder. Click the “Insert Table” icon inside this content placeholder to open the Insert Table dialog box → Type 3 in the “Number of rows” box and 2 in the “Number of columns” box → Click OK for the table to be added.

12. 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) (7.14 points)

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

13. Where do you need to click to change the chart in Figure 11, “Chart: Before” to the chart in Figure 12, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

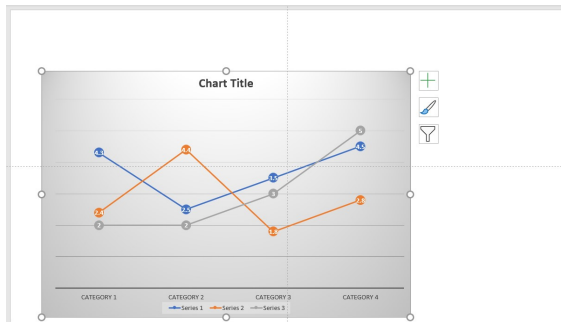


Figure 11: Chart: Before

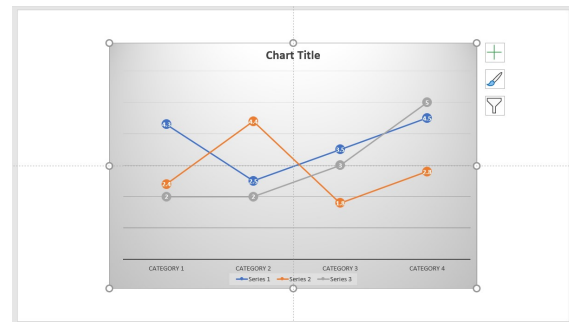


Figure 12: Chart: After

(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. How do you change the shapes on a PowerPoint slide shown in Figure 13, “Three Shapes” to the shape in Figure 14, “Three Shapes: Changed”?



Figure 13: Three Shapes



Figure 14: Three Shapes: Changed

(Pages: 945 – 949) (7.14 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 → Arrange button → Group option to group the shapes.

## Extra Credit

### Word

15. Name **two** commands/buttons on the Status Bar.

(Pages: 369 – 370) (2.5 points)

**Correct answer:** (For example:) Spelling and Grammar checker button, and the + zoom increase button

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

(Pages: 772 — 774) (2.5 points)

**Correct answer:** Layout Tab → Margins button → Click the “Narrow” option.

### PowerPoint

17. How can you move the shapes in Figure 15, “My Shapes” so that they are positioned like those in Figure 16, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

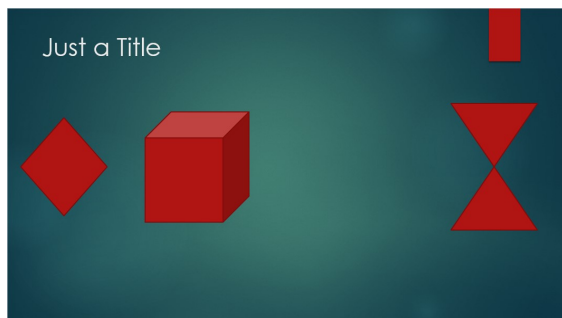


Figure 15: My Shapes

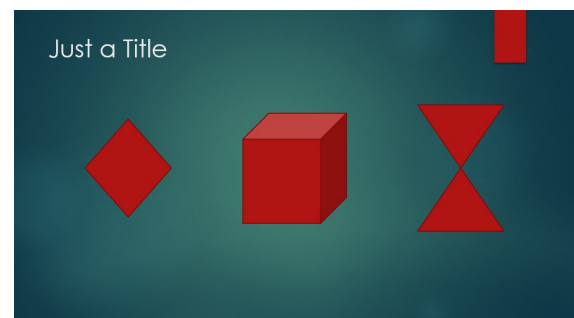


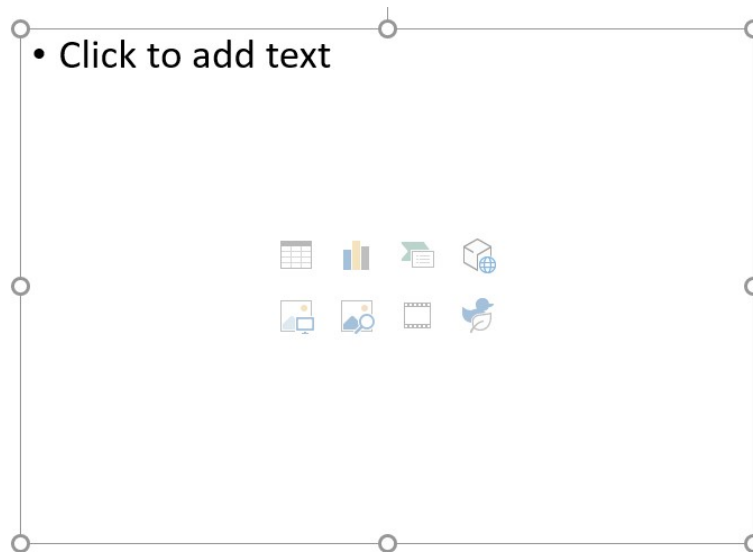
Figure 16: My Shapes: Moved

(Pages: 939 – 943) (2.5 points)

**Correct answer:** Select all the 3 shapes by clicking and holding the Control button on the keyboard and clicking on each of the shapes → Click the Drawing Tools (Shape) Format Tab → Click the Align button → Click “Align to Slide” → Click the Align button again → Click “Distribute Horizontally”.

18. How can you insert a picture inside the object shown in Figure 17? Assume that the picture you wish to insert is already located on your computer’s Desktop folder.

(Pages: 921 – 924) (2.5 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.

– End of Midterm Exam Solutions –