

# Midterm Exam Solutions

## Word – Short Answer

1. 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

2. What is the purpose of the following partially-shown dialog box in Figure 1?

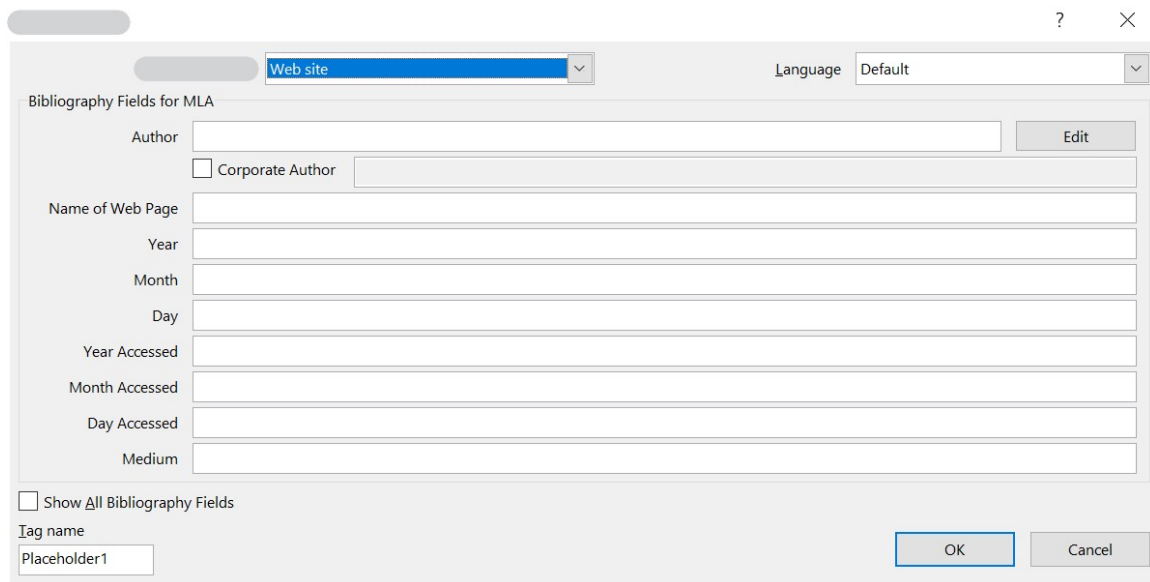


Figure 1: Dialog Box

(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.

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

My name is Jane.

I love cats.

I also love pizza.

to:

- My name is Jane.

- I love cats.
- I also love pizza.

(Pages: 438 – 441) (7.14 points)

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

4. 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 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.

5. 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 / Cmd+Z shortcuts.

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

Good morning!

to the following text:

*Good morning!*

(Pages: 390 – 391) (7.14 points)

**Correct answer:** Select the phrase → Click the Home Tab → Click the Italic (*I*) button

7. Describe **one** way in which you can change the picture inside a Word document shown in Figure 2, “Apple: Before” to the picture shown in Figure 3, “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.

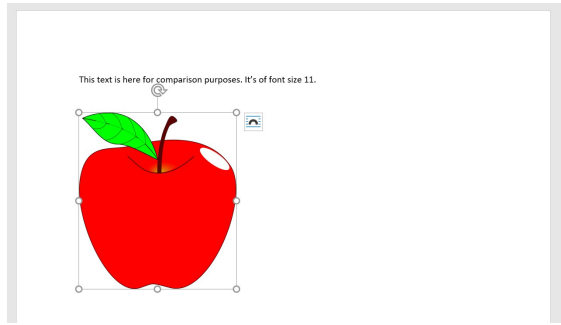


Figure 2: Apple: Before

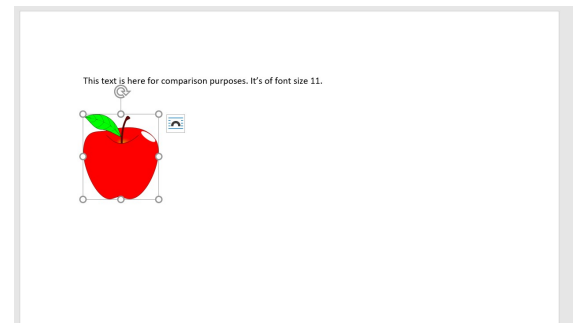


Figure 3: Apple: After

### PowerPoint – Short Answer

8. If you click on any of the options shown in Figure 4, what object will change on the PowerPoint slide, and how?

(Pages: 1074 – 1078) (7.14 points)

**Correct answer:** The style of the table on the PowerPoint slide will change to the one that you click among the “Many options”.

9. Where do you need to click to change the chart in Figure 5, “Chart: Before” to the chart in Figure 6, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

(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”.

10. Where do you need to click to change the table in Figure 7, “Table: Before” to the table in Figure 8, “Table: After”? Your answer must use a button from the Table Tools: Design tab.

(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.

11. 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.

12. How do you duplicate a slide? Mention **one** way.

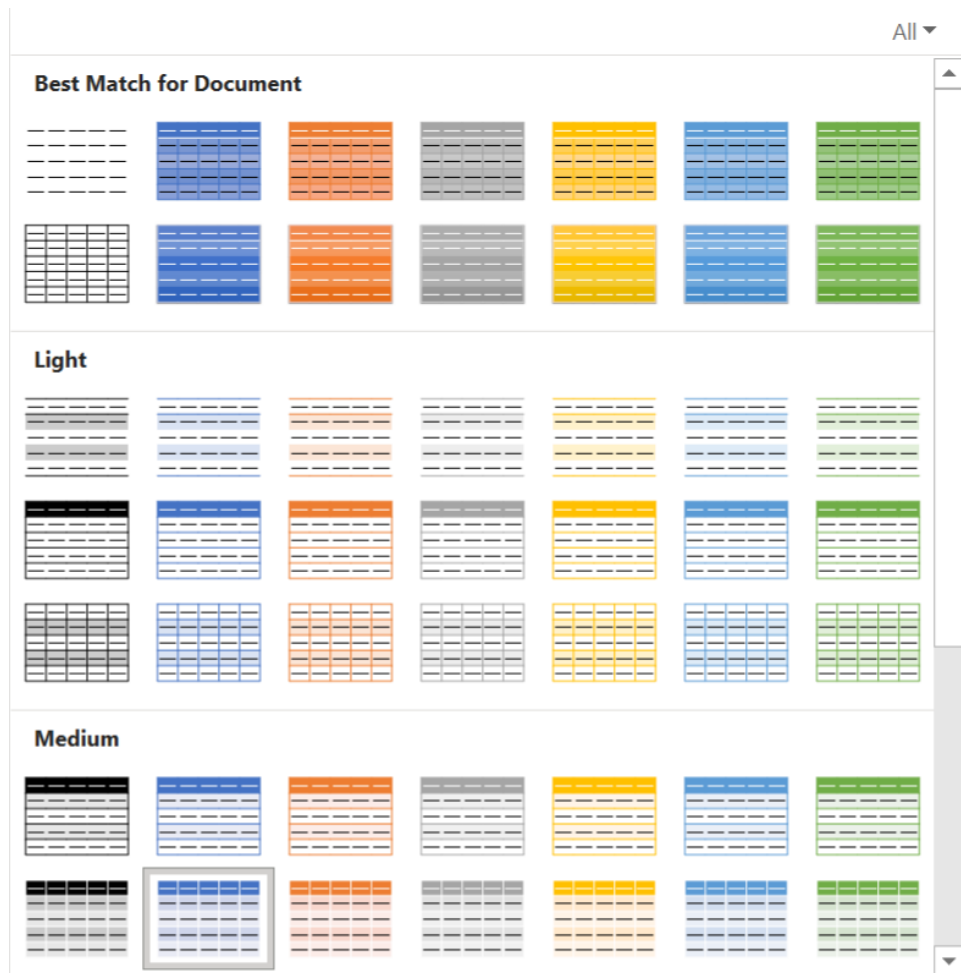


Figure 4: Many options

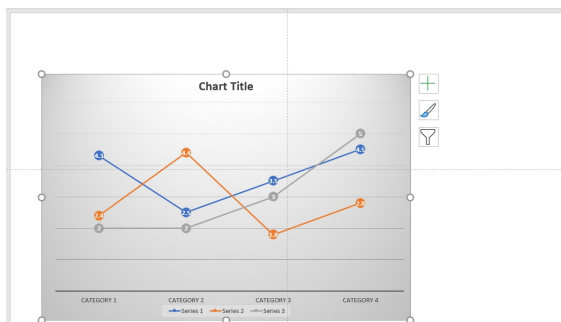
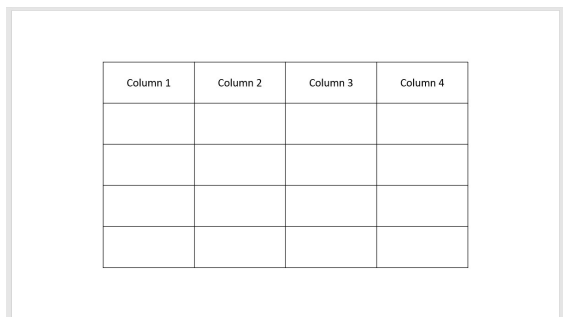


Figure 5: Chart: Before

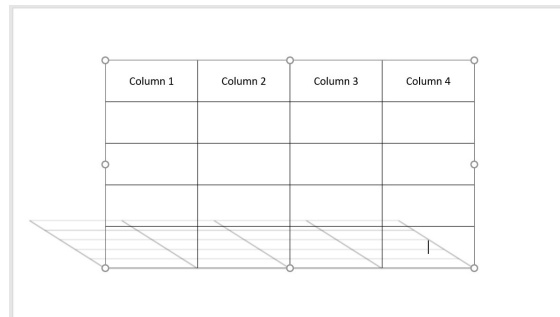


Figure 6: Chart: After



Column 1	Column 2	Column 3	Column 4

Figure 7: Table: Before



Column 1	Column 2	Column 3	Column 4

Figure 8: Table: After

(Pages: 63 – 64, 900 – 901) (7.14 points)

**Correct answer:** Select the slide you want to duplicate → Home tab → New Slide arrow → Click ‘Duplicate Selected Slides’.

13. If you were to click on an option from the menu in the Figure 9, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 – 1123) (7.14 points)

**Correct answer:** A chart of the option you specify will be added to the PowerPoint slide.

14. How do you change the shapes on a PowerPoint slide shown in Figure 10, “Three Shapes” to the shape in Figure 11, “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. What is change has been made to the picture in Figure 12, “Dino: Before”, so that it became the picture in Figure 13, “Dino: After”?

(Pages: 514 – 516) (2.5 points)

**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.

16. (a) Why does Word show a strange colorful underline in the phrase in Figure 14?

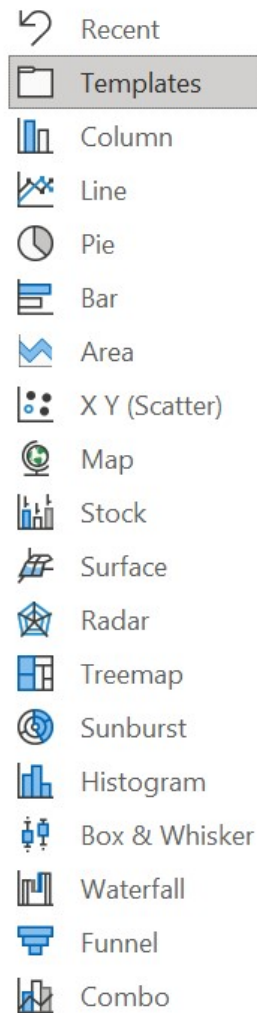


Figure 9: Long Menu



Figure 10: Three Shapes



Figure 11: Three Shapes: Changed

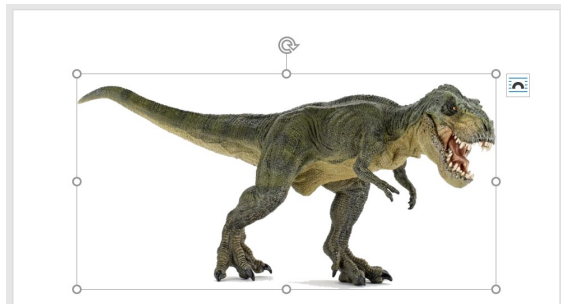


Figure 12: Dino: Before

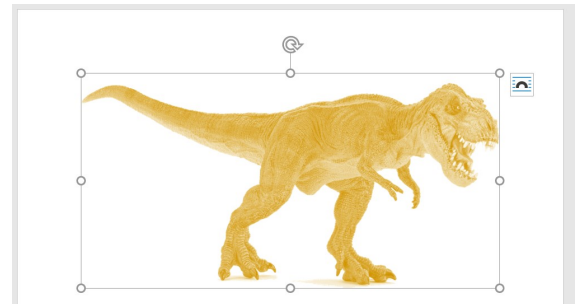


Figure 13: Dino: After

The girl eat this.

Figure 14: Phrase in Word



- (b) Mention **one** way to fix the issue and remove this underline with the help of Word (do NOT say “I can simply delete it and re-type it.”)

(Pages: 419 – 423) (2.5 points)

**Correct answer:**

- (a) The word “eat” should be corrected to “eats” because “girl” is singular, so Word warns you by drawing a blue double underline under that word.
- (b) You can right-click the word or phrase with that underline, and from the options shown, click on the right correction. The correction will replace the mistake, and the underline will disappear. [Alternatively: open the Review tab, and click the Editor (also called Spelling and Grammar) button to view the detected grammar and spelling errors and correct them.]

**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.

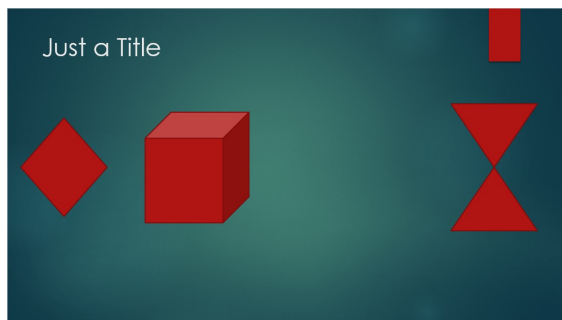


Figure 15: My Shapes

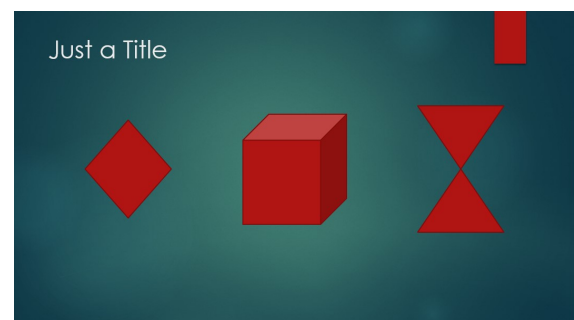


Figure 16: My Shapes: Moved

(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. (a) What is the object displayed in Figure 17?
- (b) What happens to the object when you click on the triangle button at the bottom-left of the object?

(Pages: 980 – 987) (2.5 points)

**Correct answer:**

- (a) This is a video added to the PowerPoint slide.

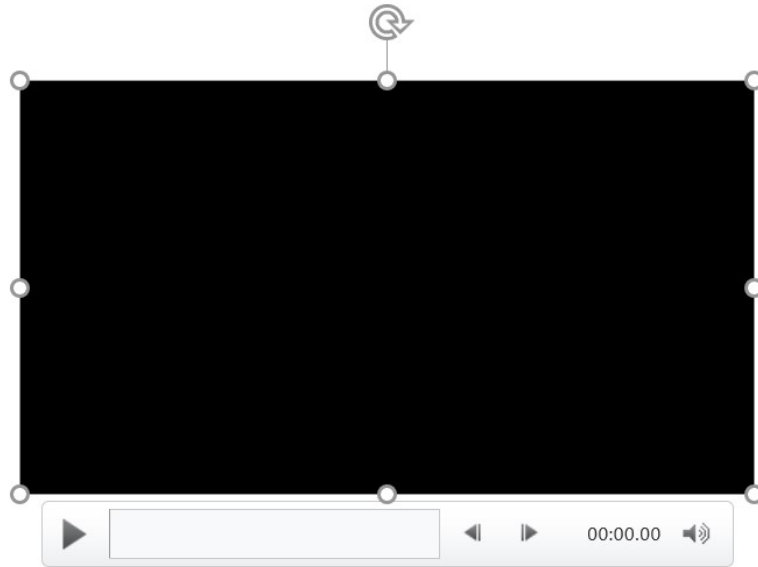


Figure 17: Object with Buttons

(b) When we click on the triangle button, the video starts playing.

– End of Midterm Exam Solutions –