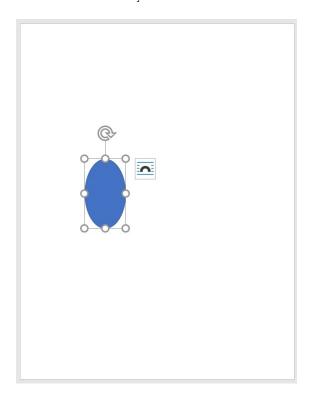
Midterm Exam Solutions

Word – Short Answer

1. 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."]



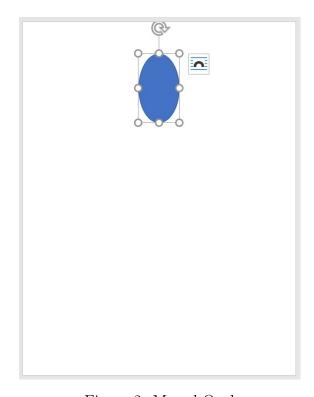


Figure 1: Added Oval Shape

Figure 2: Moved Oval

(Pages: 519 - 521) (7.14 points)

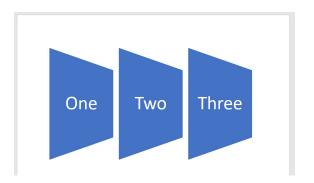
Correct answer: Select the shape \rightarrow Click the Drawing Tools (Shape) Format \rightarrow Click the Position button \rightarrow Click "Position in Top Center with Square Wrapping."

2. Suppose you are working on the SmartArt graphic in Word in Figure 3, "SmartArt: Before". Where should you click to change the graphic to the one in Figure 4, "SmartArt: After"?

(Pages: 930 - 937) (7.14 points)

Correct answer: Select the SmartArt graphic \rightarrow Click on the shape with the word "Three" \rightarrow Click the DELETE button on the keyboard.

3. 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



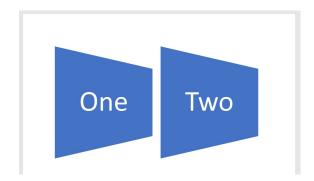


Figure 3: SmartArt: Before

Figure 4: SmartArt: After

it.) Mention **two** ways.

(Pages: 369, 372 – 378) (7.14 points)

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

4. 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.

- 5. Explain where you should click to:
 - (a) Save the Word document for the 1st time (mention just **one** way.)
 - (b) Open an <u>existing</u> Word document on your Windows 10 computer (mention just **one** way.)

(Pages: 372 – 378, 544) (7.14 points)

Correct answer:

- (a) (For example:) File Tab \rightarrow Save As \rightarrow This PC \rightarrow type the file name and choose the folder to which it will be saved \rightarrow Click on "Save".
- (b) (For example:) Open the Word app → File Tab → Open → This PC → search for the document or open the folder where it's saved → Click on the name of the document → Click on "Open".
- 6. 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.

the colroful flower

Figure 5: Phrase in Word

- 7. (a) Why does Word show a strange colorful underline in the phrase in Figure 5?
 - (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) (7.14 points)

Correct answer:

- (a) The word "colroful" is misspelled, so Word warns you by drawing a red wavy 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 - Short Answer

- 8. (a) What is the object displayed in Figure 6?
 - (b) What happens to the object when you click on the triangle button at the bottom-left of the object?

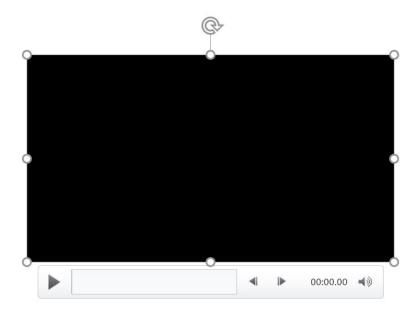


Figure 6: Object with Buttons

(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.
- 9. 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.

10. If you click on any one of the squares in the picture in Figure 7, what will change in the PowerPoint presentation? Explain in general.

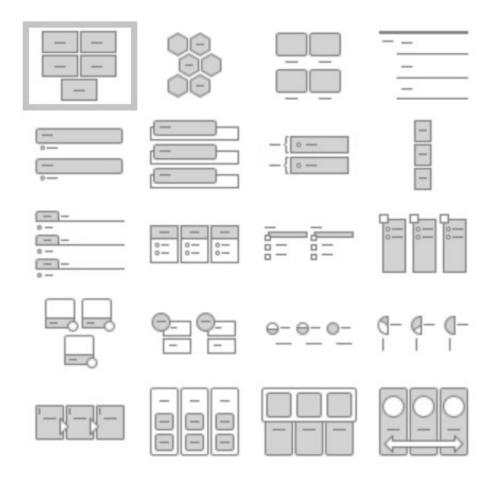


Figure 7: Many Options

(Pages: 930 - 934) (7.14 points)

Correct answer: Clicking on one of these squares will add a SmartArt graphic to the presentation.

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



Figure 8: My Slide

(Pages: 900 - 903) (7.14 points)

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

12. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 9? Your answer must use the box shown in that Figure.

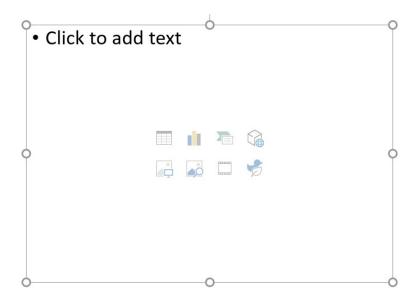


Figure 9: Insert Table Here

(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 \rightarrow Type 3 in the "Number of rows" box and 2 in the "Number of columns" box \rightarrow Click OK for the table to be added.

13. 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

14. How can you move the shapes in Figure 10, "My Shapes" so that they are positioned like those in Figure 11, "My Shapes: Moved"? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.



Figure 10: My Shapes

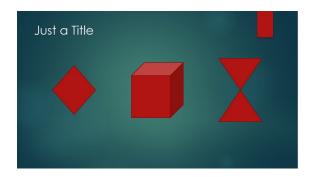


Figure 11: My Shapes: Moved

(Pages: 939 - 943) (7.14 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 \rightarrow Click the Drawing Tools (Shape) Format Tab \rightarrow Click the Align button \rightarrow Click "Align to Slide" \rightarrow Click the Align button again \rightarrow Click "Distribute Horizontally".

Extra Credit

Word

15. Where should you click to change the watermark in the picture 12, "Watermark: Before" to the watermark in the picture 13, "Watermark: After"?

(Pages: 556 - 560) (2.5 points)

Correct answer: Click the Design tab \rightarrow click the Watermark arrow \rightarrow click the "Custom Watermark..." option \rightarrow next to the option Layout, click on "Horizontal" instead of "Diagonal" \rightarrow click on Apply, and close the dialog box.

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Figure 12: Watermark: Before

Figure 13: Watermark: After

16. Where should you click to change the table in Figure 14, "Table: Before" to the one in Figure 15, "Table: After"?

(Pages: 494 - 498) (2.5 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.

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 \rightarrow Insert tab \rightarrow Link button (the Insert Hyperlink dialog box will open) \rightarrow Click OK.

- 18. (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?

(Pages: 880 - 883) (2.5 points)

Correct answer:

(a) This is the placeholder of the Title, or "Title placeholder" shortly.

Column 1	Column 2
Info	Info
Info	Info

Column 1 Column 2

Info Info

Info Info

Figure 14: Table: Before

Figure 15: Table: After

Figure 16: Object/Box

(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.

– End of Midterm Exam Solutions –

Updated: 08/23/2023, 00:45

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