# Midterm Exam Solutions

## Word – Short Answer

1. Here is a paragraph in a Word document:

   I walked on the street When I entered the store.

   Explain where a Word user should click to change the paragraph above into the paragraph:

   When I entered the store I walked on the street.

   Be specific. Your answer should NOT say: "I can simply delete the current paragraph and type the new paragraph from scratch."

   (Pages: 384 – 387) (7.14 points)

   **Correct answer:** (An example of an answer:) Select the words "I walked on the street" and cut them (Ctrl + X on Windows or Cmnd+X on Mac.) Then, move the cursor to the place before the period (.) and paste (Ctrl + V on Windows or Cmnd+V on Mac) the words you cut at that place.

2. 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.

3. 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

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

   (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.

5. Where should you click to change the watermark in the picture 2, "Watermark: Before" to the watermark in the picture 3, "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.

Figure 1: Dialog Box



Figure 2: Watermark: Before



Figure 3: Watermark: After

6. Explain where you should click to:

   (a) Save the Word document for the 1st time (mention just **one** way.)

   (b) Open an existing 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 → Save As → This PC → type the file name and choose the folder to which it will be saved → 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".

7. Where should you click to change the text layout in picture 4, "My Text Layout: Before" to the one in the picture 5, "My Text Layout: After" inside a Word document?
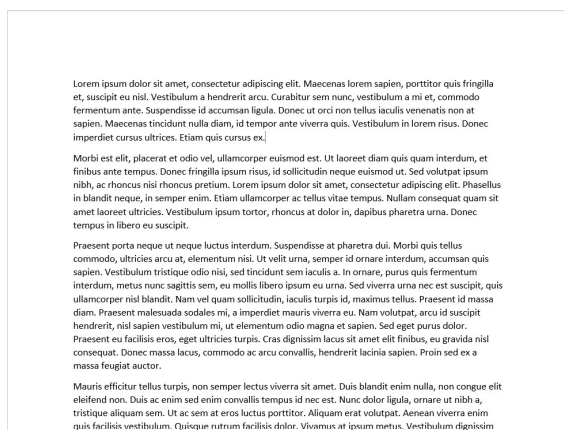
Figure 4: My Text Layout: Before
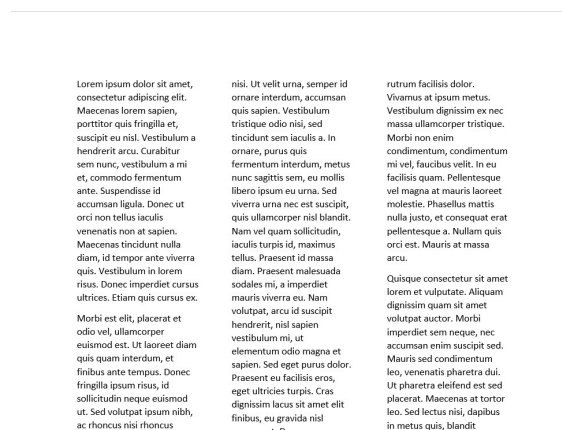
Figure 5: My Text Layout: After

(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 3 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 3 next to "Number of Columns".

# PowerPoint – Short Answer

8. (a) What is the name of the PowerPoint object appearing in the Figure 6?

Click to add title

Figure 6: Object/Box

(b) Where do you need to click to delete/remove this object?

(Pages: 880 − 883) (7.14 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.

9. If you were to click on an option from the menu in the Figure 7, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 − 1123) (7.14 points)

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

10. 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.

(Pages: 900 − 903) (7.14 points)

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

11. 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.
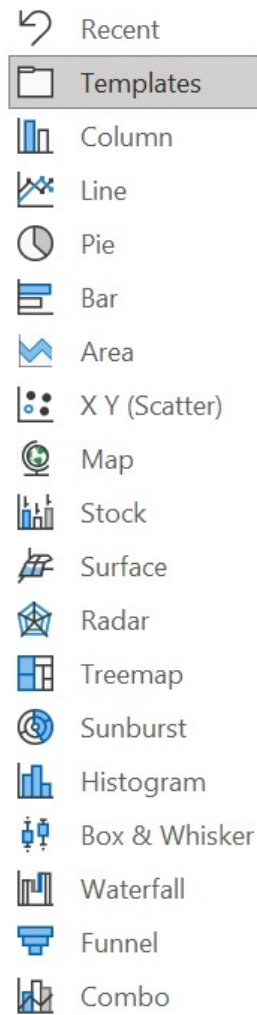
Figure 7: Long Menu
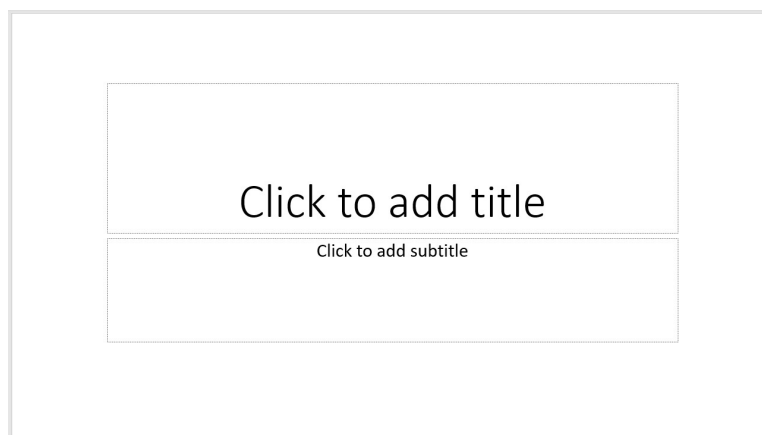


Figure 8: My Slide

12. 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.

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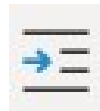
    

    Figure 9: Button with Arrow

    (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.

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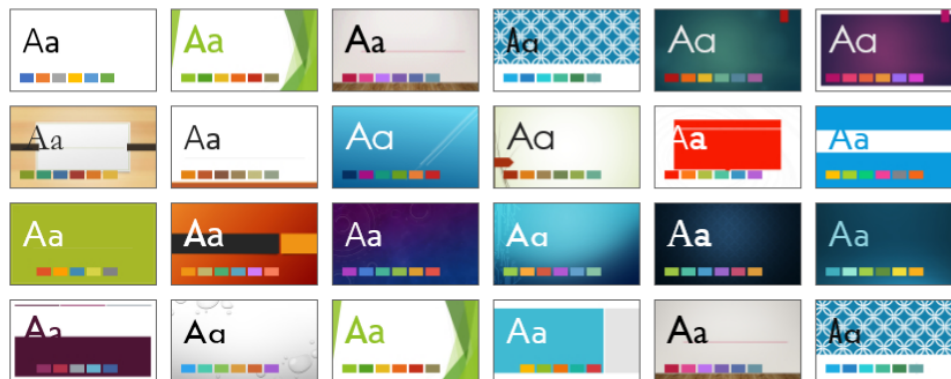
    

    Figure 10: Many Options

    (Pages: 885 – 889) (7.14 points)

    **Correct answer:** Clicking on one of these squares will change the theme of the presentation.

# Extra Credit

**Word**

15. The following text appears in a Word document:
    Yesterday, the President delivered a speech at the United Nations general assembly. When clicking on Ctrl and the words "United Nations", a web-page will open on the computer's browser. However, you don't want to keep this feature. How do you remove this clickability feature from the words "United Nations"? Mention **one** way. [**Note**: removing the underline and the blue color will NOT remove the feature!]

    (Pages: 530 – 531) (2.5 points)

    **Correct answer:** The clickability feature about which the question talks is called a "hyperlink" (the question didn't use the word hyperlink so that you won't be easily able to find the answer online! :) ) To remove it, right-click over the text "United Nations" → click "Remove Hyperlink" to remove the hyperlink!

16. What does the button displayed in the Figure 11 do?

Figure 11: Multiple Pages

    (Pages: 370) (2.5 points)

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

**PowerPoint**

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

    (Pages: 1055 – 1059) (2.5 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.

18. If you click on any of the options shown in Figure 13, what object will change on the PowerPoint slide, and how?

    (Pages: 1074 – 1078) (2.5 points)

    **Correct answer:** The style of the table on the PowerPoint slide will change to the one that you click among the "Many options".
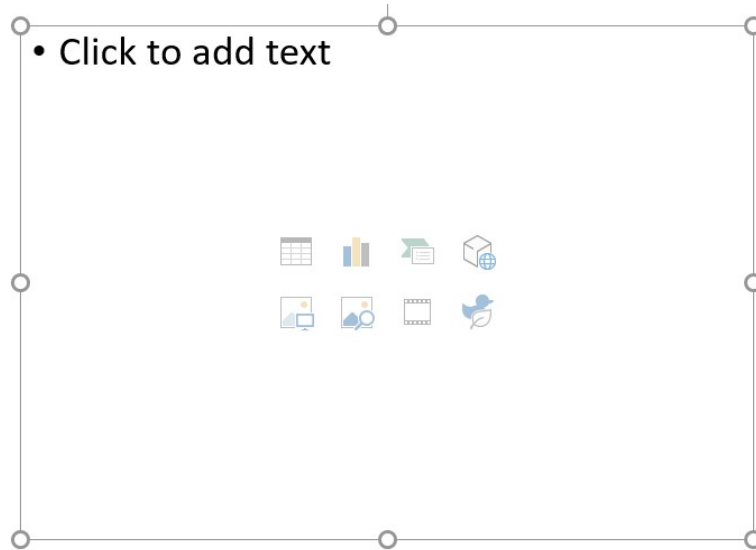
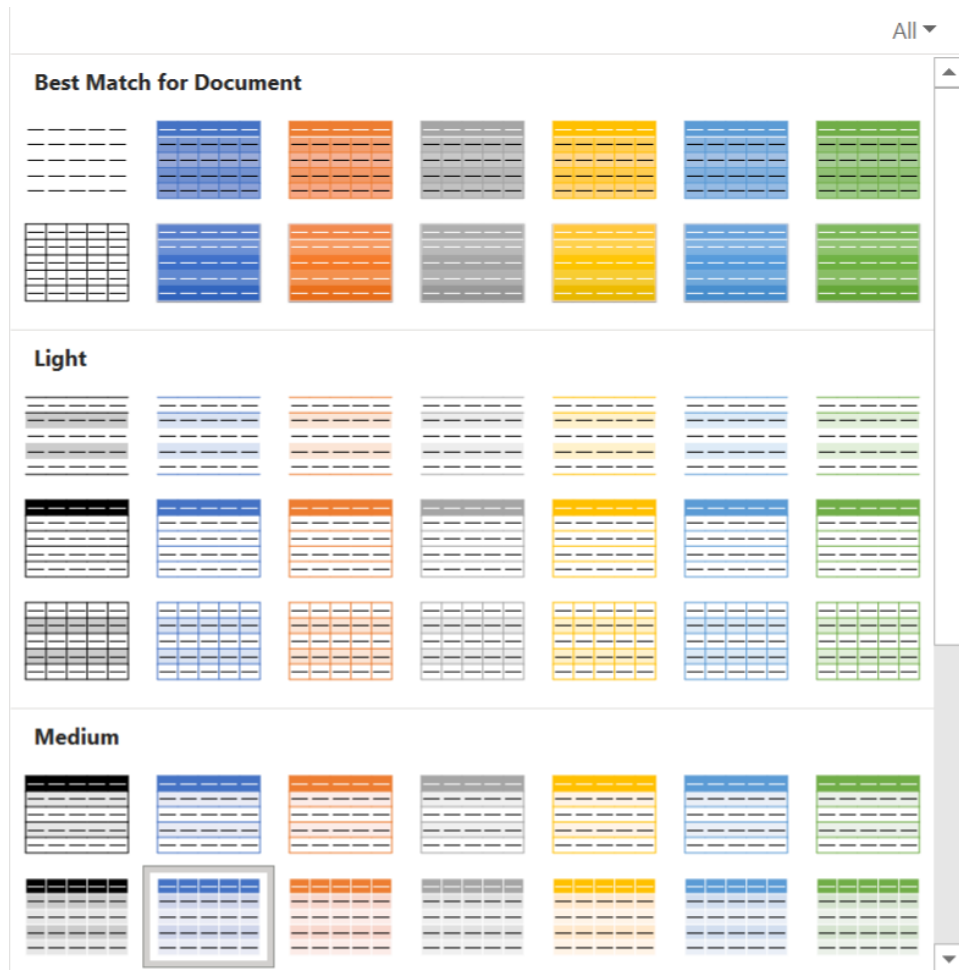– End of Midterm Exam Solutions –

Figure 12: Insert Table Here

Figure 13: Many options