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 change has been made to the picture in Figure 1, "Dino: Before", so that it became the picture in Figure 2, "Dino: After"?
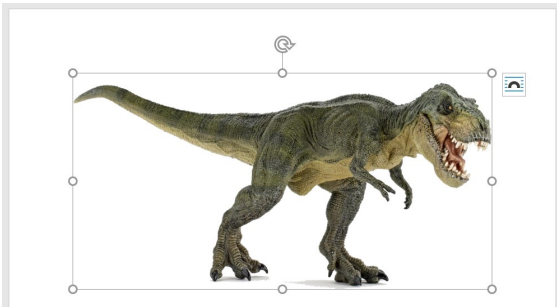

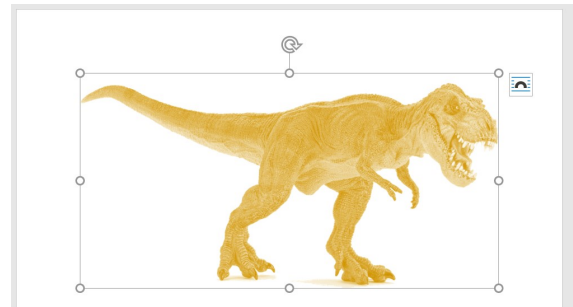
Figure 1: Dino: Before

Figure 2: Dino: After

   (Pages: 514 – 516) (7.14 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.

3. 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 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.

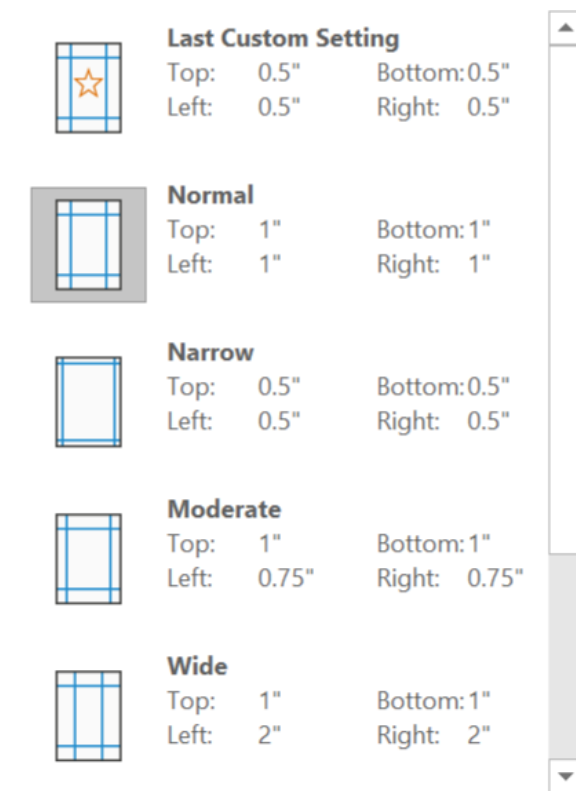4. What is the purpose of the buttons displayed in Figure 3?

Figure 3: Five Buttons

(Pages: 772 — 774) (7.14 points)

Correct answer: The buttons set the margins of the Word document to a certain size.

5. 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.

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

(Pages: 370) (7.14 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.

7. 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.

PowerPoint – Short Answer

8. How can you move the shapes in Figure 4, "My Shapes" so that they are positioned like those in Figure 5, "My Shapes: Moved"? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

(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 → Click the Drawing Tools (Shape) Format Tab → Click the Align button → Click "Align to Slide" → Click the Align button again → Click "Distribute Horizontally".
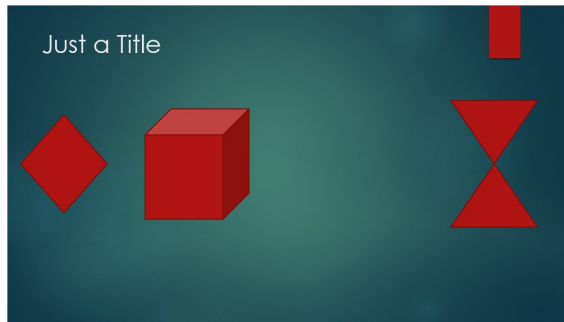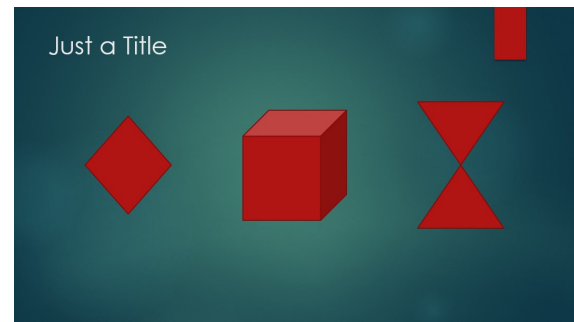
Figure 4: My Shapes

Figure 5: My Shapes: Moved

9. If you click on any one of the squares in the picture in Figure 6, what will change in the PowerPoint presentation? Explain in general.
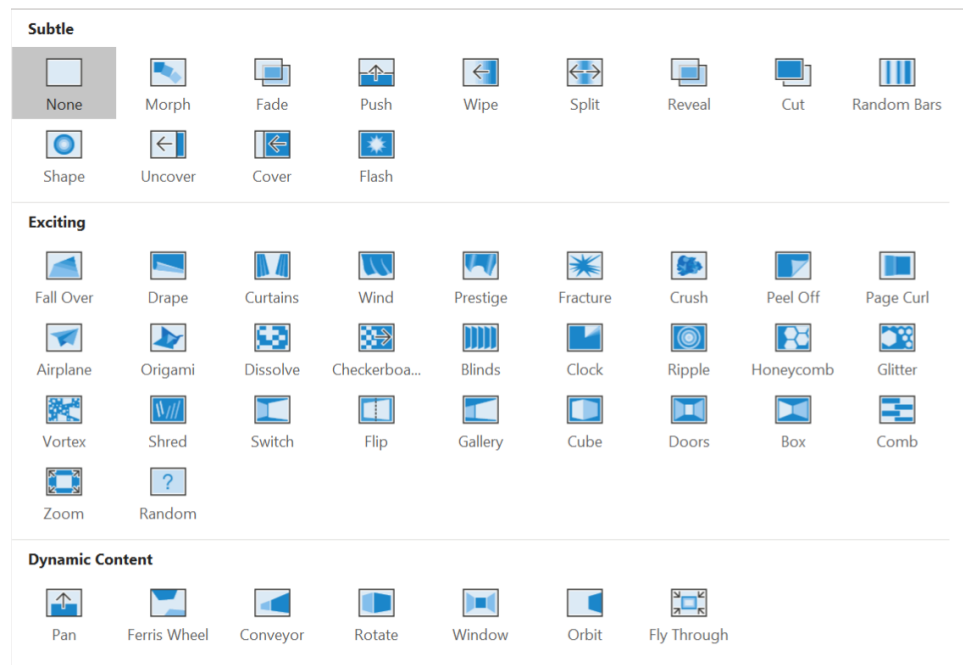

Figure 6: Many Options

(Pages: 962 – 964) (7.14 points)

Correct answer: Clicking on one of these squares will add a transition between the slides of the presentation.

10. 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.
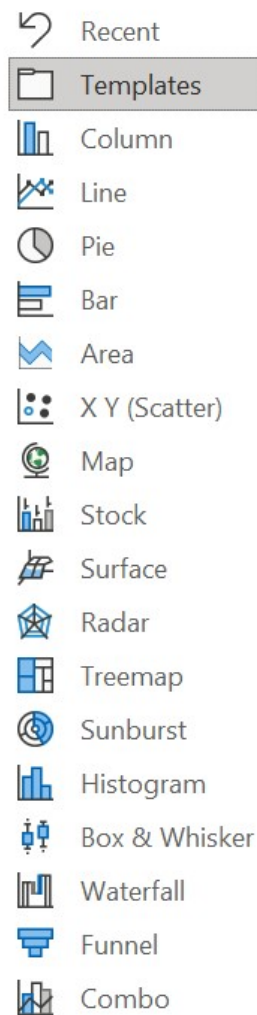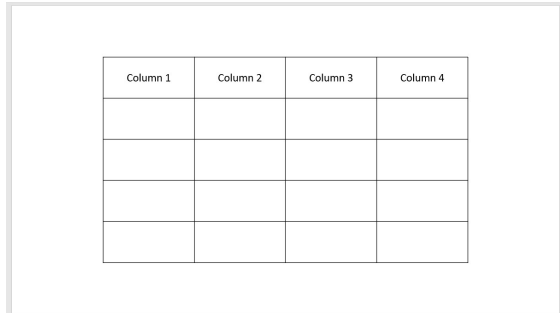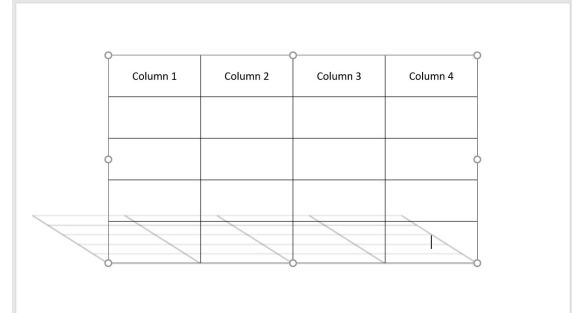
Figure 7: Long Menu

11. 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.

Figure 8: Table: Before

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.

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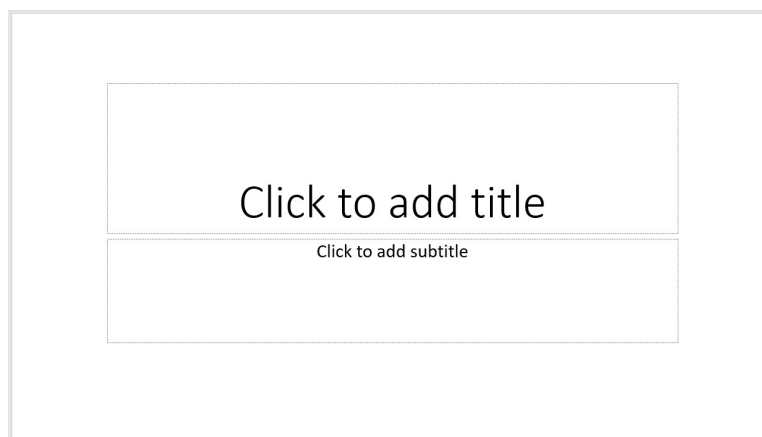

Figure 10: My Slide

(Pages: 900 – 903) (7.14 points)

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

14. 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 11, "My Slides". Where should you click to change the Slides tab to the one in Figure 12, "My Slides: Changed"?

Figure 11: My Slides

Figure 12: 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!

Extra Credit

Word

15. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 13.

Page 1 of 1   0 words   English (United States)   150%

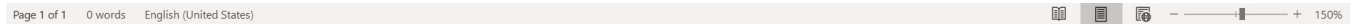Figure 13: Window Area

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

(Pages: 368 – 370) (2.5 points)

Correct answer:

(a) This is the Status Bar.

(b) (For example:) The Print Layout button changes the Word window view to this of the Print Layout (you see the word pages as when they are printed.)

16. 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) (2.5 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".

PowerPoint

17. (a) What is the name of the PowerPoint object appearing in the Figure 14?

(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.

Click to add title

Figure 14: 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.

18. 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 → Insert tab → Link button (the Insert Hyperlink dialog box will open) → Click OK.

– End of Midterm Exam Solutions –