

Midterm Exam Solutions

Word – Short Answer

1. 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

2. 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.

3. 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.”]

(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.”

4. What is the purpose of the following partially-shown dialog box in Figure 3?

(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.

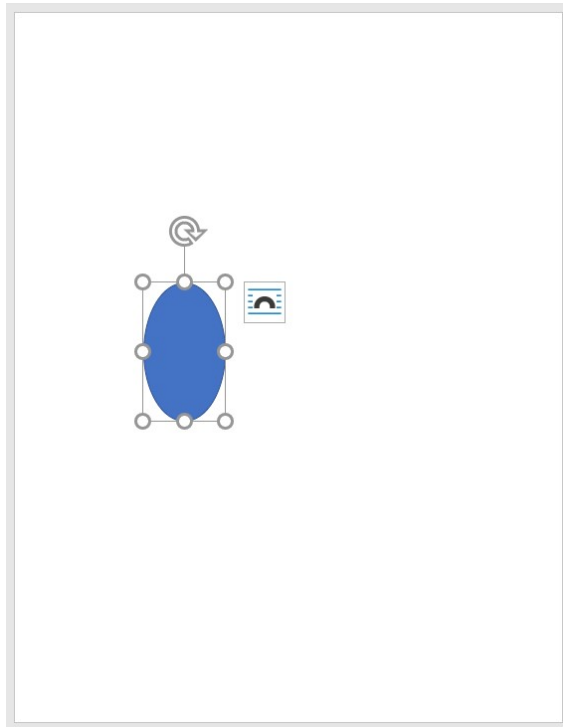


Figure 1: Added Oval Shape

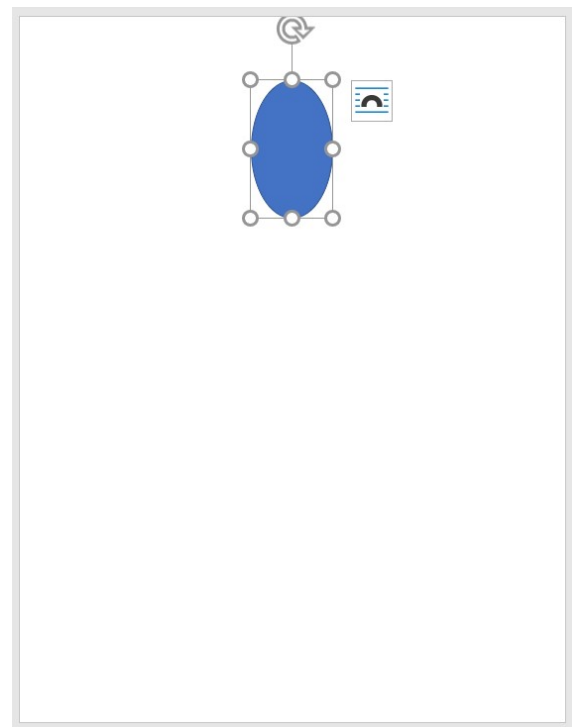


Figure 2: Moved Oval

A screenshot of a software dialog box titled "Bibliography Fields for MLA". The dialog box has a light gray background and a standard window frame with a question mark and close button in the top right. At the top, there is a dropdown menu currently set to "Web site" and a "Language" dropdown set to "Default". Below these, the "Bibliography Fields for MLA" section contains several input fields: "Author" (with an "Edit" button), "Corporate Author" (with a checkbox), "Name of Web Page", "Year", "Month", "Day", "Year Accessed", "Month Accessed", "Day Accessed", and "Medium". At the bottom left, there is a checkbox labeled "Show All Bibliography Fields" and a "Tag name" field containing "Placeholder1". At the bottom right, there are "OK" and "Cancel" buttons.

Figure 3: Dialog Box

5. What is change has been made to the picture in Figure 4, “Dino: Before”, so that it became the picture in Figure 5, “Dino: After”?

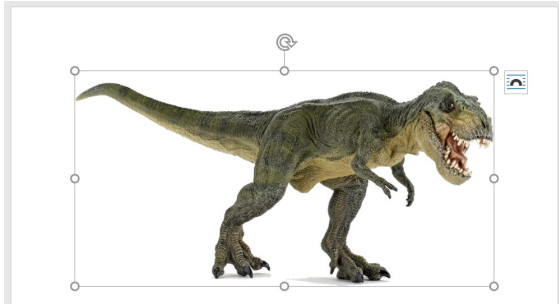


Figure 4: Dino: Before

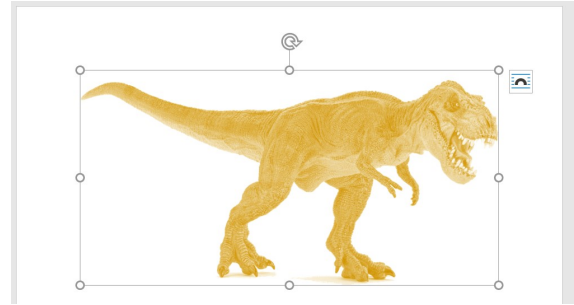


Figure 5: Dino: After

(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.

6. 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.

7. If a paragraph has 20 points of space below it, and the paragraph underneath has additional 17 points of space above it, how much space is there between the two paragraphs?

(Pages: 412 – 416) (7.14 points)

Correct answer: Since there are 20 points of space below the 1st paragraph and there are 17 points of space above the 2nd paragraph, there will be a total of 37 points of space between the two paragraphs.

PowerPoint – Short Answer

8. What is the difference between this list:

- Apple
- Cherry
- Banana
- Strawberry

and this list:

- Fruit
 - Apple
 - Cherry
- Veggies
 - Banana
 - Strawberry

In your answer, speak about the hierarchy of the lists, not the content (the fruits and veggies) and not the way the bullet points look.

(Pages: 443 – 446) (7.14 points)

Correct answer: The first list is a regular first-level bulleted list, while the second list is a multi-level bulleted list with 1st-level and 2nd-level items.

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.

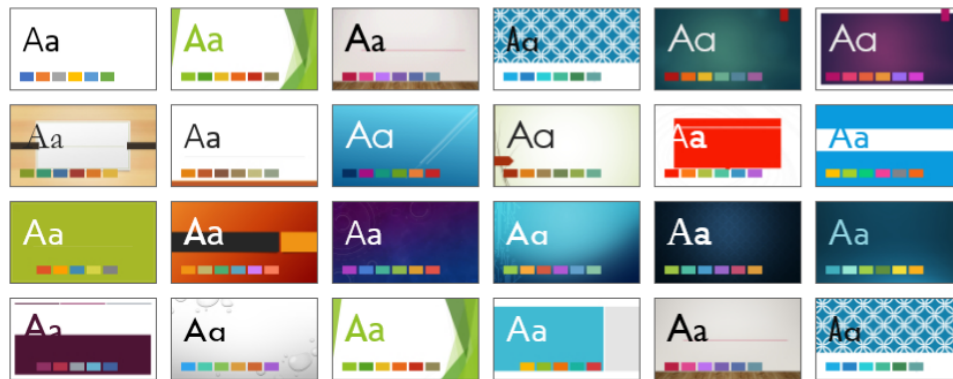


Figure 6: Many Options

(Pages: 885 – 889) (7.14 points)

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

10. Where do you need to click to change the chart in Figure 7, “Chart: Before” to the chart in Figure 8, “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”.

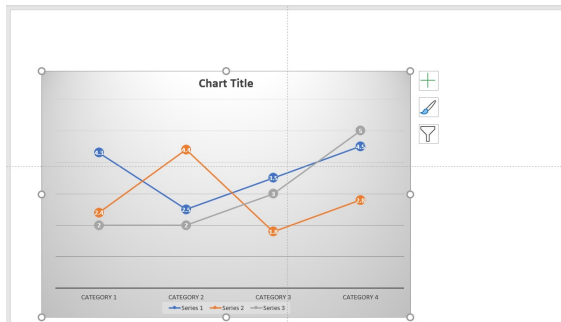


Figure 7: Chart: Before

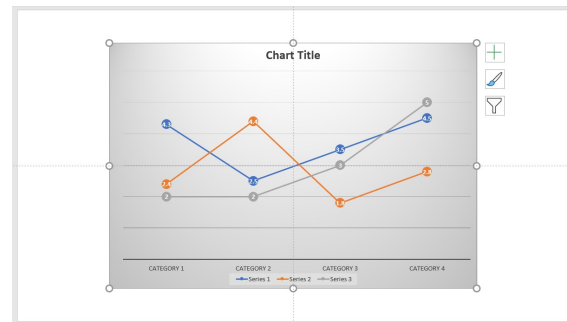


Figure 8: Chart: After

11. You 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 9, “My Slides”. Where should you click to change the Slides tab to the one in Figure 10, “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!

12. Which button do you need to click to add the text pointed by the red arrows in Figure 11? (Note: the object the question is asking about is below the red arrows. The arrows are for illustration only and should NOT be a part of the answer.)

(Pages: 967 – 970) (7.14 points)

Correct answer: Click the Insert Tab → Click the “Header & Footer” button → Check the “Date and time” box → Click on the Fixed radio button → Check the “Slide Number” box → Check the “Footer” box → Type: “Presentation about Nothing” → Click the “Apply to All” button to insert this footer.

13. The bulleted list in Figure 12, “My List” was converted into the object displayed in Figure 13, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 13, “My New List”?)

(Pages: 930 – 937) (7.14 points)

Correct answer: Select all the bulleted list’s items → Click the Home Tab → Click the “Convert to SmartArt” button → Select the appropriate SmartArt graphic to which you want the list to be converted. The specific graphic in the “My New List” Figure is called “Targeted List,” but you did not have to mention that.

14. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 14? Your answer must use the box shown in that Figure.

(Pages: 1055 – 1059) (7.14 points)



Figure 9: My Slides



Figure 10: My Slides: Changed

Just a Title

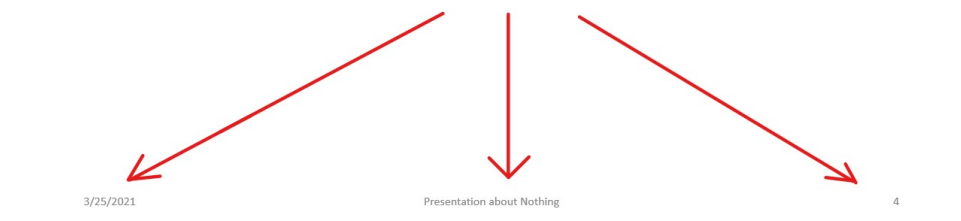


Figure 11: What is This

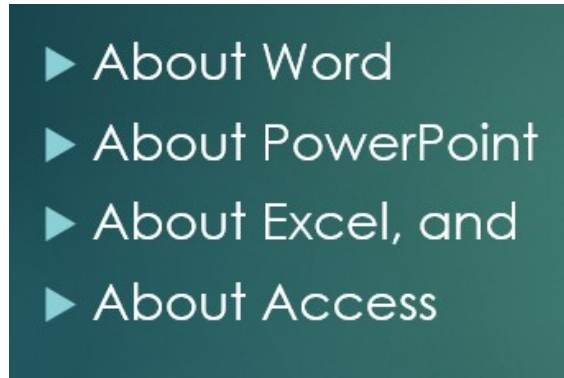


Figure 12: My List

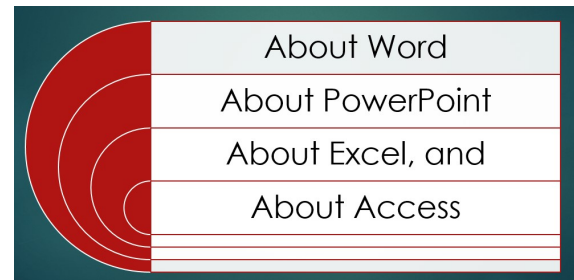


Figure 13: My New List

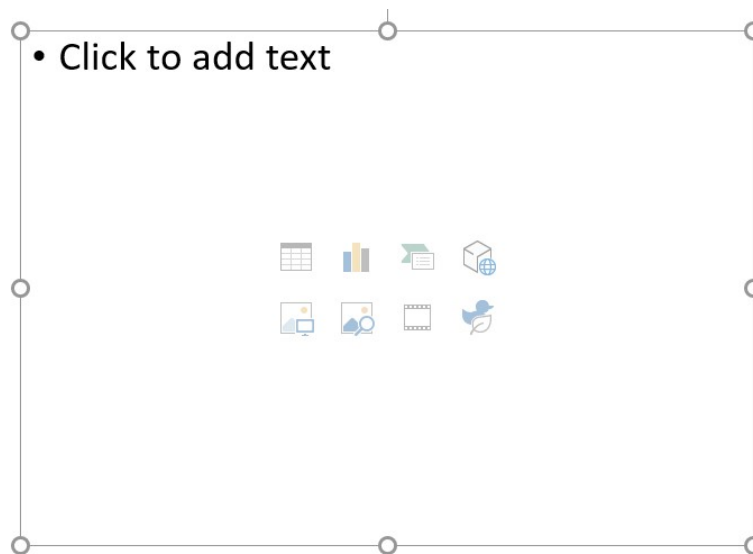


Figure 14: Insert Table Here

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.

Extra Credit

Word

15. Describe **one** way in which you can change the picture inside a Word document shown in Figure 15, “Apple: Before” to the picture shown in Figure 16, “Apple: After”.

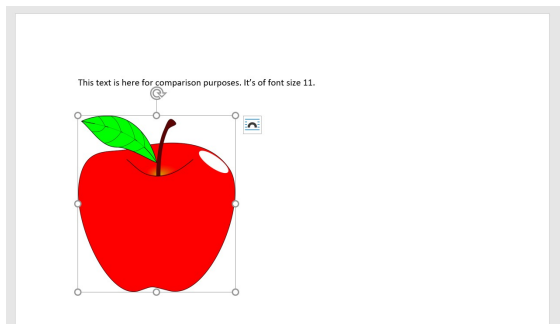


Figure 15: Apple: Before

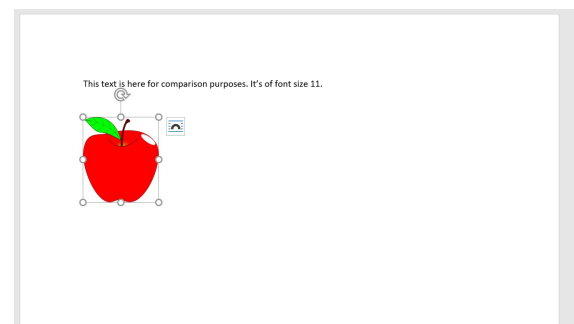


Figure 16: Apple: After

(Pages: 514 – 516) (2.5 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.

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 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) (2.5 points)

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

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 –