

Midterm Exam Solutions

Word – Short Answer

1. What does the button displayed in the Figure 1 do?



Figure 1: Multiple Pages

(Pages: 370) (7.14 points)

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

2. 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.

3. 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".

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

Figure 2: 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.

5. You inserted an oval shape into your Word document shown in Figure 3, "Added Oval Shape". Where should you click to change the location of the oval in the document to the one shown in Figure 4, "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."

6. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 5.
- (b) Explain the purpose of **one** element (button, icon, etc.) in the area whose name you mentioned in part a.

(Pages: 368 – 370) (7.14 points)

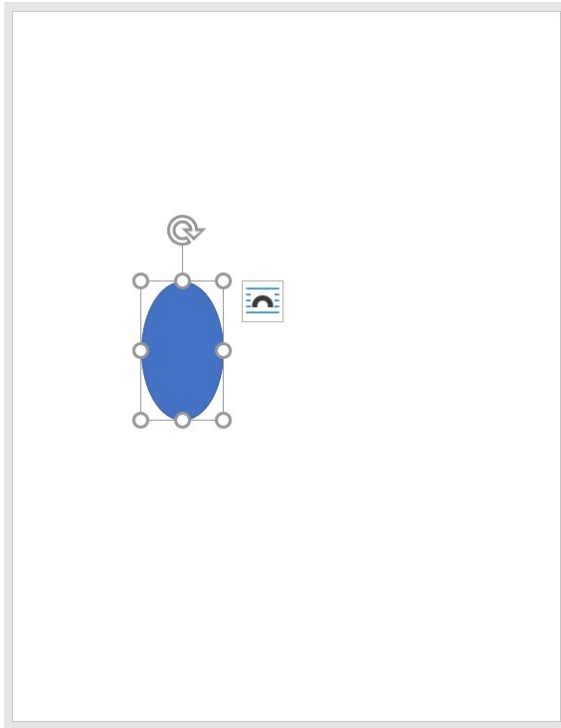


Figure 3: Added Oval Shape

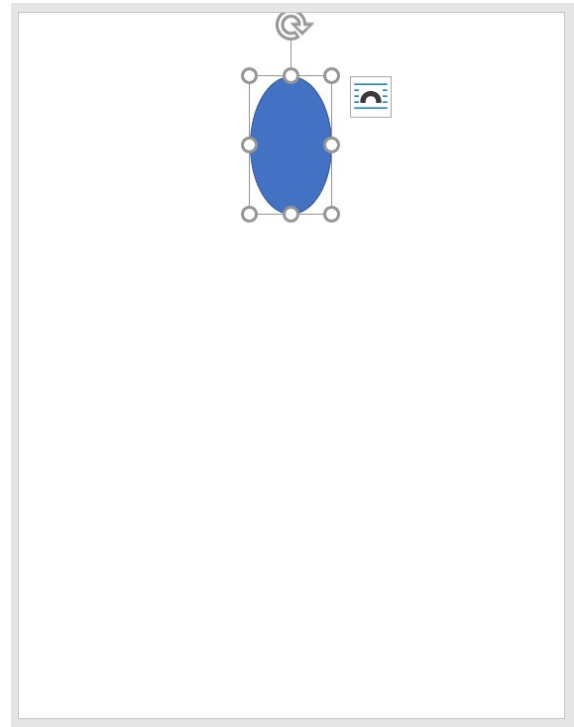


Figure 4: Moved Oval



Figure 5: Window Area

Correct answer:

- (a) This is the Quick Access Toolbar.
 - (b) (For example:) The Save button saves the recent changes made to the Word document.
7. 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.

PowerPoint – Short Answer

8. The bulleted list in Figure 6, “My List” was converted into the object displayed in Figure 7, “My New List”. Where should you click for this object conversion to occur?
(**Hint:** what kind of object is displayed in Figure 7, “My New List”?)

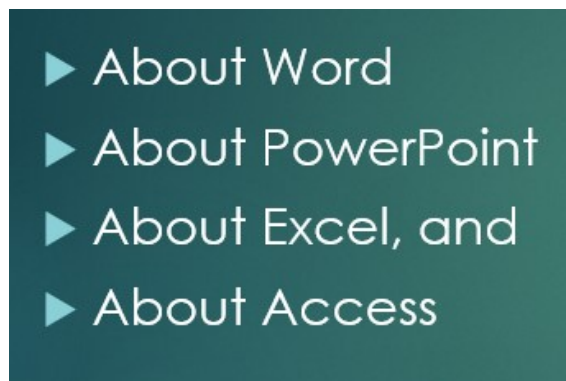


Figure 6: My List

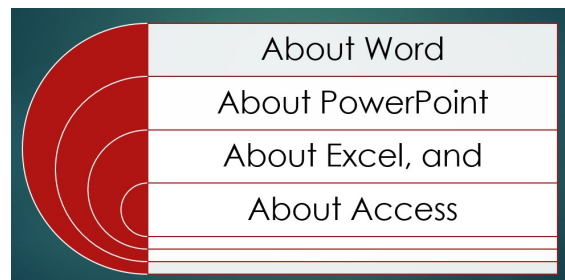


Figure 7: My New List

(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.

9. If you click on any one of the squares in the picture in Figure 8, what will change in the PowerPoint presentation? Explain in general.

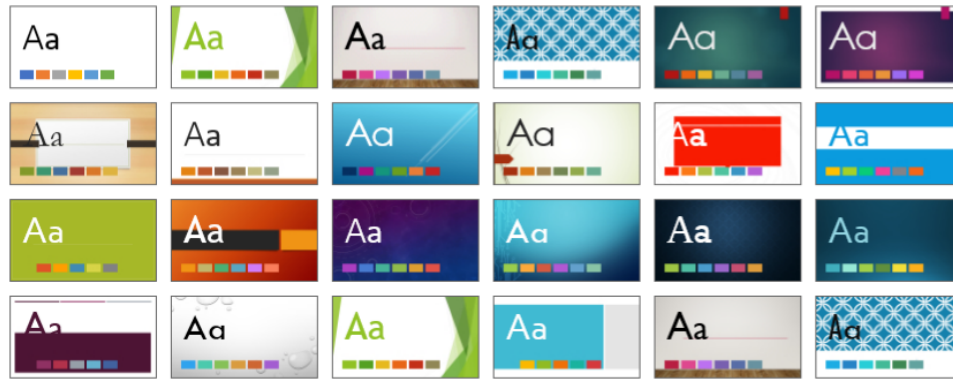


Figure 8: Many Options

(Pages: 885 – 889) (7.14 points)

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

10. 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.

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

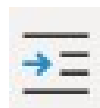


Figure 9: Button with Arrow

(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.

12. Where do you need to click to change the chart in Figure 10, “Chart: Before” to the chart in Figure 11, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

(Pages: 1126 – 1133) (7.14 points)

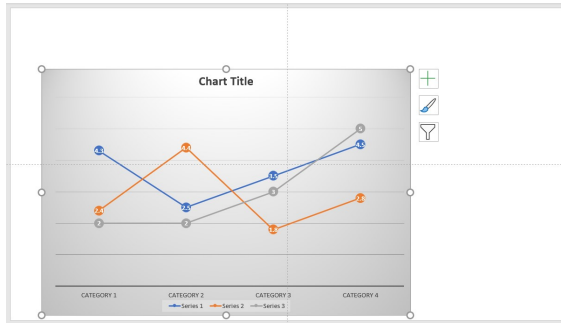


Figure 10: Chart: Before

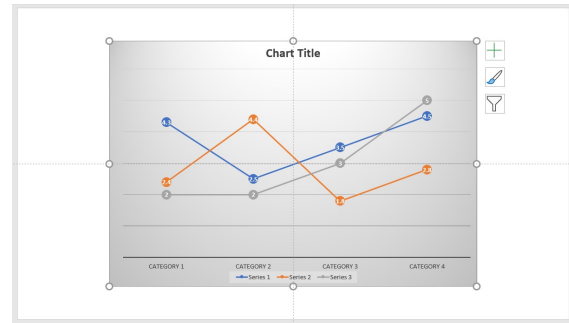


Figure 11: Chart: After

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”.

13. If you were to click on an option from the menu in the Figure 12, 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 delete a slide? Mention **one** way.

(Pages: 904 – 907) (7.14 points)

Correct answer: Right-click the slide you want to delete inside the Slides tab → Click the “Delete” option.

Extra Credit

Word

15. What is change has been made to the picture in Figure 13, “Dino: Before”, so that it became the picture in Figure 14, “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. Which button in Word should you click to change the 3 paragraphs:

My name is Jane.

I love cats.

I also love pizza.

to:

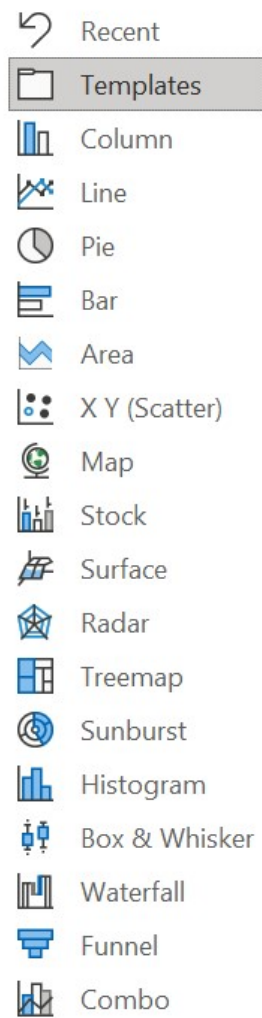


Figure 12: Long Menu

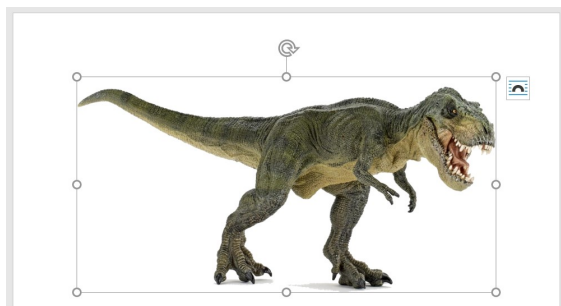


Figure 13: Dino: Before

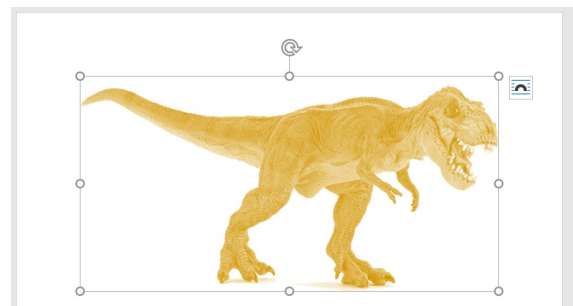


Figure 14: Dino: After

- (a) My name is Jane.
- (b) I love cats.
- (c) I also love pizza.

(Pages: 441 – 442) (2.5 points)

Correct answer: Select the paragraphs → Click the Home Tab → Click the Numbering button

PowerPoint

17. 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) (2.5 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.


18. (a) What is the name of the PowerPoint object appearing in the Figure 15?
(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.
- (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 –



Click to add title

Figure 15: Object/Box