Midterm Exam Solutions

Word – Short Answer

1. If a paragraph has 15 points of space below it, and the paragraph underneath has additional 8 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 15 points of space below the 1st paragraph and there are 8 points of space above the 2nd paragraph, there will be a total of 23 points of space between the two paragraphs.

2. Where should you click to change the text layout in picture 1, "My Text Layout: Before" to the one in the picture 2, "My Text Layout: After" inside a Word document?
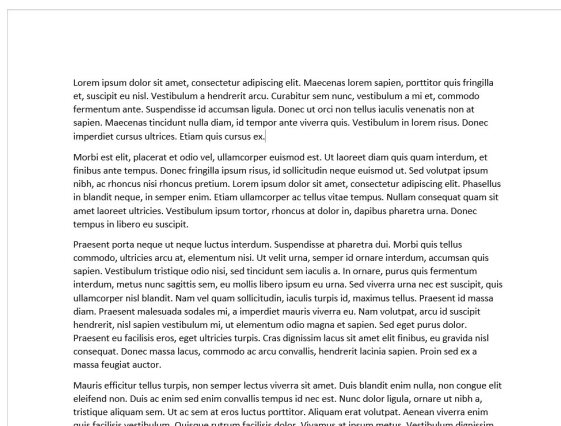

Figure 1: My Text Layout: Before   Figure 2: My Text Layout: After

   (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 4 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 4 next to "Number of Columns".

3. 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.

4. Which button in Word should you click to change the text:

   Good morning!

   to the following text:

   Good morning!

   (Pages: 390 – 391) (7.14 points)

   Correct answer: Select the phrase $\rightarrow$ Click the Home Tab $\rightarrow$ Click the Bold (**B**) button

5. 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.

6. 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.

7. Describe **one** way in which you can change the picture inside a Word document shown in Figure 3, "Apple: Before" to the picture shown in Figure 4, "Apple: After".
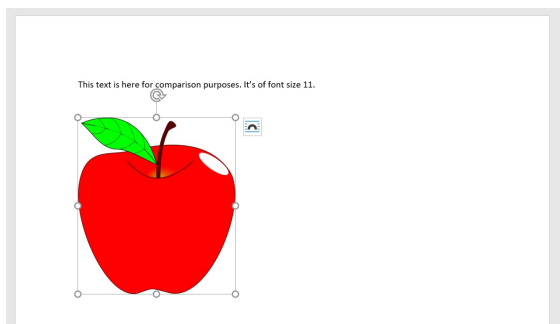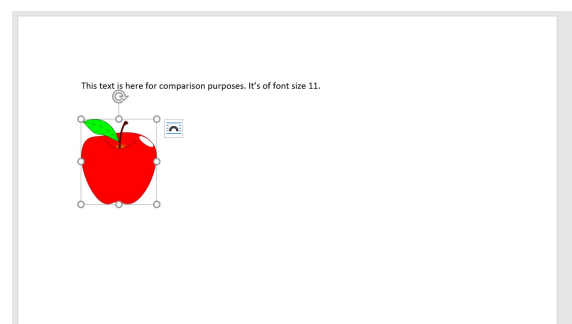

Figure 3: Apple: Before

Figure 4: Apple: After

(Pages: 514 – 516) (7.14 points)

Correct answer: Select the picture $\rightarrow$ 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.

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. How can you move the shapes in Figure 5, "My Shapes" so that they are positioned like those in Figure 6, "My Shapes: Moved"? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.
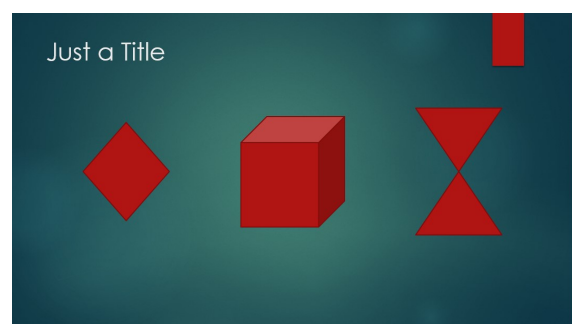

Figure 5: My Shapes

Figure 6: 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 → Click the Drawing Tools (Shape) Format Tab → Click the Align button → Click "Align to Slide" → Click the Align button again → Click "Distribute Horizontally".

10. (a) What is the name of the PowerPoint object appearing in the Figure 7?

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

Figure 7: Object/Box

(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.

11. You are editing a bulleted list. What happens when you click on the button in the image in Figure 8?
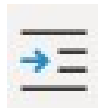

Figure 8: Button with Arrow

(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. 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. 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. Where do you need to click to change the chart in Figure 9, "Chart: Before" to the chart in Figure 10, "Chart: After"? Your answer must use a button from the Chart Tools: Format tab.
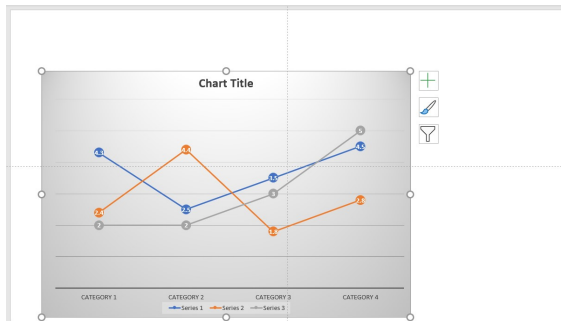

Figure 9: Chart: Before

Figure 10: Chart: After

(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".

Extra Credit

Word

15. What is the purpose of the buttons displayed in Figure 11?

    (Pages: 772 — 774) (2.5 points)

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

16. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 12.

    (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)
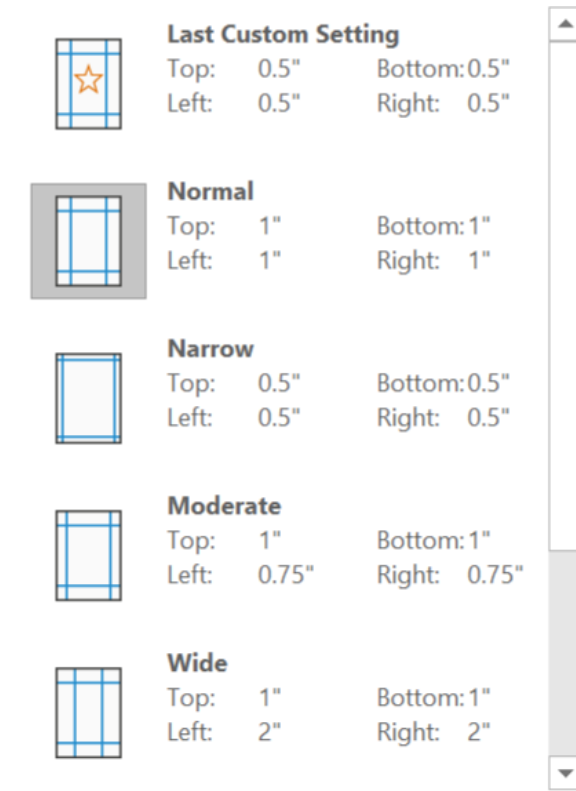
    Correct answer:

Last Custom Setting
Top: 0.5"   Bottom: 0.5"
Left: 0.5"   Right: 0.5"

Normal
Top: 1"   Bottom: 1"
Left: 1"   Right: 1"

Narrow
Top: 0.5"   Bottom: 0.5"
Left: 0.5"   Right: 0.5"

Moderate
Top: 1"   Bottom: 1"
Left: 0.75"   Right: 0.75"

Wide
Top: 1"   Bottom: 1"
Left: 2"   Right: 2"

Figure 11: Five Buttons

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

Figure 12: Window Area

(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.)

PowerPoint

17. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 13? Your answer must use the box shown in that Figure.
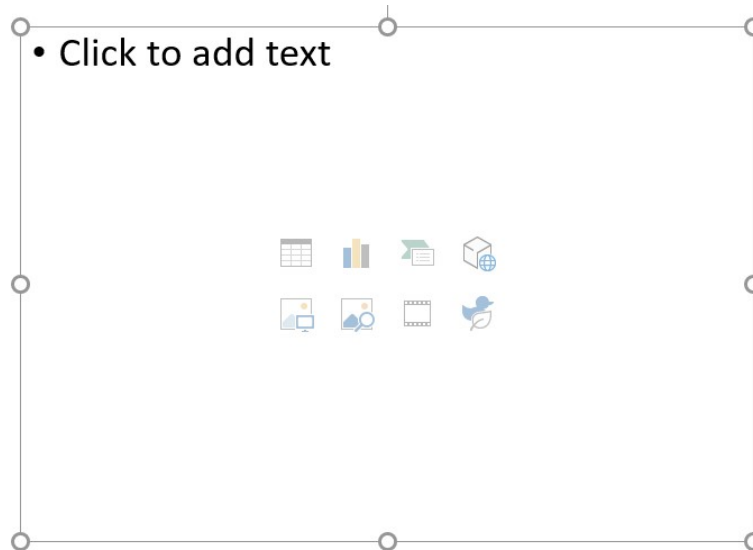

Figure 13: Insert Table Here

(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. Which button do you need to click to add the text pointed by the red arrows in Figure 14? (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) (2.5 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.

– End of Midterm Exam Solutions –

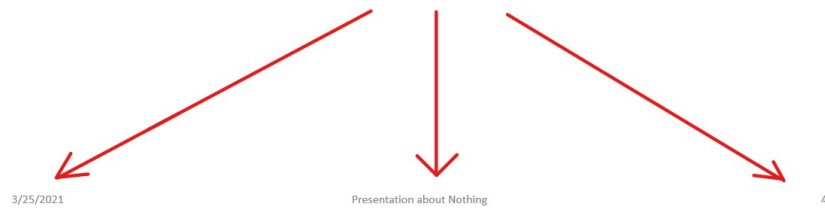Figure 14: What is This