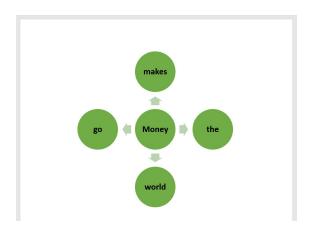
Midterm Exam Solutions

Word – Short Answer

1. Suppose you are working on the SmartArt graphic in Word in Figure 1, "SmartArt: Before". Where should you click to change the graphic to the one in Figure 2, "SmartArt: After"?



round the Money world

Figure 1: SmartArt: Before

Figure 2: SmartArt: After

(Pages: 930 - 937) (7.14 points)

Correct answer: Select the SmartArt graphic \rightarrow Click on the circle with the word "go" \rightarrow Click the SmartArt Tools: Design tab \rightarrow Click on "Add Shape" button \rightarrow Type "round" inside the new shape.

2. The following text appears in a Word document:

Yesterday, the President delivered a speech at the <u>United Nations</u> 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) (7.14 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" \rightarrow click "Remove Hyperlink" to remove the hyperlink!

3. Explain \mathbf{one} way to open the Word Application on a Windows 10 computer.

(Pages: 365 - 366) (7.14 points)

Correct answer: Click the Start button \rightarrow scroll through the list of apps until the Word app name appears \rightarrow Click the Word app name to open the app.

4. Where should you click to save all the recently-made changes in a currently open Word document? (You already saved the document before, but just made some changes to it.) Mention **two** ways.

(Pages: 369, 372 - 378) (7.14 points)

Correct answer: You could either (1) click on Quick Access Toolbar \rightarrow 'Save' button, or (2) click Ctrl + S (Cmnd + S on Mac), or (3) click File \rightarrow 'Save' option (not 'Save As'.) Either two of the options are good for the answer.

5. 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 Underline (\underline{U}) button

6. 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 \rightarrow Header button \rightarrow Blank option

7. Where should you click to change the text layout in picture 3, "My Text Layout: Before" to the one in the picture 4, "My Text Layout: After" inside a Word document?

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Figure 3: My Text Layout: Before

(Pages: 465 - 469) (7.14 points)

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Figure 4: My Text Layout: After

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 \rightarrow click on the Layout tab \rightarrow click the Column arrow \rightarrow click the "More Columns..." option, and then type the number 3 next to "Number of Columns".

PowerPoint – Short Answer

8. 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.

9. Where do you need to click to change the table in Figure 5, "Table: Before" to the table in Figure 6, "Table: After"? Your answer must use a button from the Table Tools: Design tab.



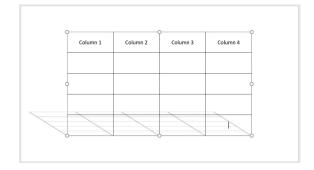


Figure 5: Table: Before

Figure 6: Table: After

(Pages: 549 - 551) (7.14 points)

Correct answer: Select the table \to click on the Table Tools: Design tab \to Click on the Effects button \to Move the mouse over the "Shadow" option \to Click on the "Perspective: Upper Left" shadow option to add it.

10. How do you change the shapes on a PowerPoint slide shown in Figure 7, "Three Shapes" to the shape in Figure 8, "Three Shapes: Changed"?

(Pages: 945 - 949) (7.14 points)

Correct answer: The three shapes have been grouped into a single shape. To group 2 or more shapes, select them all by using the Ctrl or Command button. Then, click the Home tab \rightarrow Arrange button \rightarrow Group option to group the shapes.

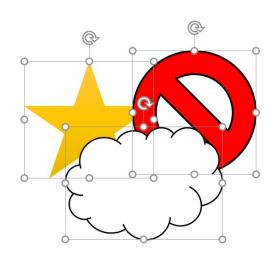




Figure 7: Three Shapes

Figure 8: Three Shapes: Changed

11. If you were to click on an option from the menu in the Figure 9, 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.

12. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 10? Your answer must use the box shown in that Figure.

(Pages: 1055 - 1059) (7.14 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 \rightarrow Type 3 in the "Number of rows" box and 2 in the "Number of columns" box \rightarrow Click OK for the table to be added.

13. 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.)

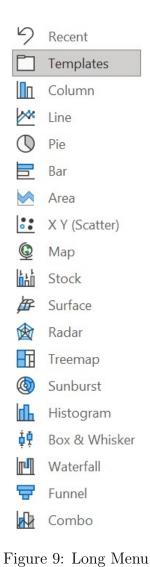
(Pages: 967 - 970) (7.14 points)

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

14. 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



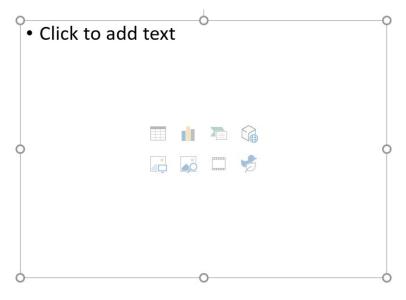


Figure 10: Insert Table Here

Just a Title



Figure 11: What is This

6

Extra Credit

Word

15. 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:

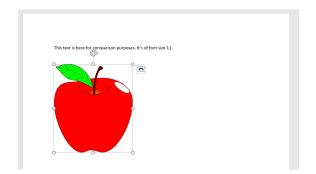
When I entered the store I walked on the street.

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

(Pages: 384 - 387) (2.5 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.

16. Describe **one** way in which you can change the picture inside a Word document shown in Figure 12, "Apple: Before" to the picture shown in Figure 13, "Apple: After".



This test is here for comparison purposes. It's of font size 11.

Figure 12: Apple: Before

Figure 13: Apple: After

(Pages: 514 - 516) (2.5 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

17. How can you insert a picture inside the object shown in Figure 14? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

(Pages: 921 - 924) (2.5 points)



Figure 14: Insert Picture Here

Correct answer: This object is the Content Placeholder. Click the Pictures icon inside this content placeholder to open the Insert Picture dialog box \rightarrow Scroll through the list of files on the Desktop to find that picture \rightarrow double-click the name of this picture, which will insert it into the slide, thus replacing the placeholder.

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 \rightarrow Insert tab \rightarrow Link button (the Insert Hyperlink dialog box will open) \rightarrow Click OK.

- End of Midterm Exam Solutions -