Midterm Exam Solutions

Word – Short Answer

1. 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"?
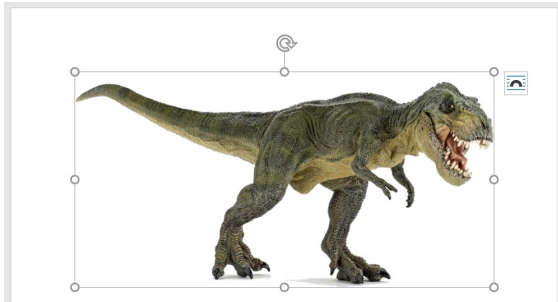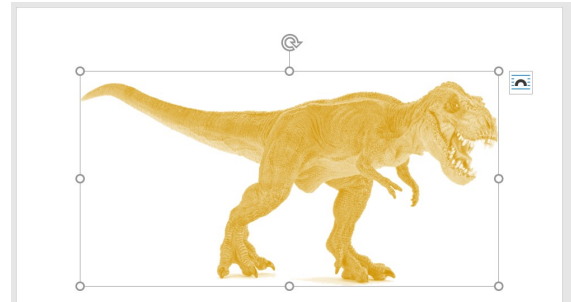
Figure 1: Dino: Before

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.

2. 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?
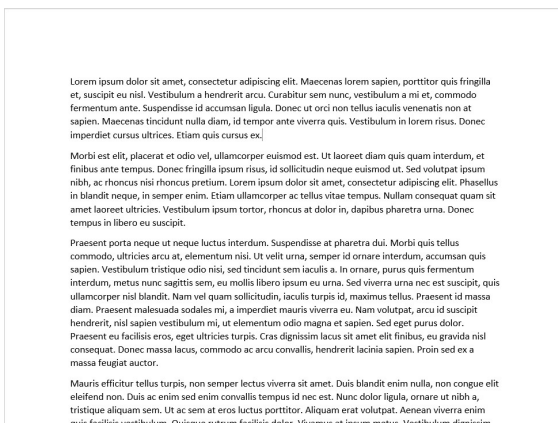
Figure 3: My Text Layout: Before

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

   Good morning!

   to the following text:

   Good morning!

   (Pages: 399 – 401) (7.14 points)

   Correct answer: Select the phrase → Click the Home Tab → Click the Font Color arrow → Click on the Blue color

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 → 'Save' button, or (2) click Ctrl + S (Cmnd + S on Mac), or (3) click File → 'Save' option (not 'Save As'.) Either two of the options are good for the answer.

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. Name **three** commands/buttons on the Quick Access Toolbar.

   (Pages: 369) (7.14 points)

   Correct answer: (For example:) Save, Undo, and Redo

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. (a) What is the object displayed in Figure 5?

    (b) What happens to the object when you click on the triangle button at the bottom-left of the object?

Figure 5: Object with Buttons

(Pages: 980 – 987) (7.14 points)

Correct answer:

(a) This is a video added to the PowerPoint slide.

(b) When we click on the triangle button, the video starts playing.

9. 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"?)
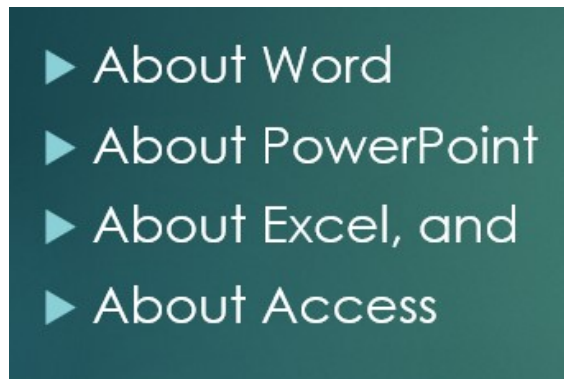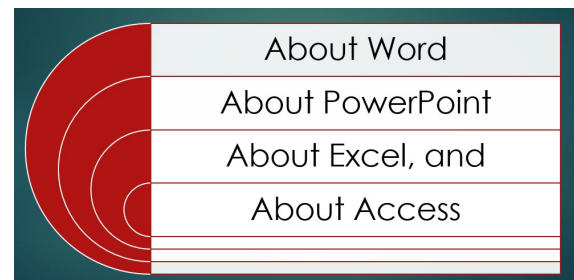
(Pages: 930 – 937) (7.14 points)

Figure 6: My List

Figure 7: My New List

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.

10. 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.

11. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 8? Your answer must use the box shown in that Figure.

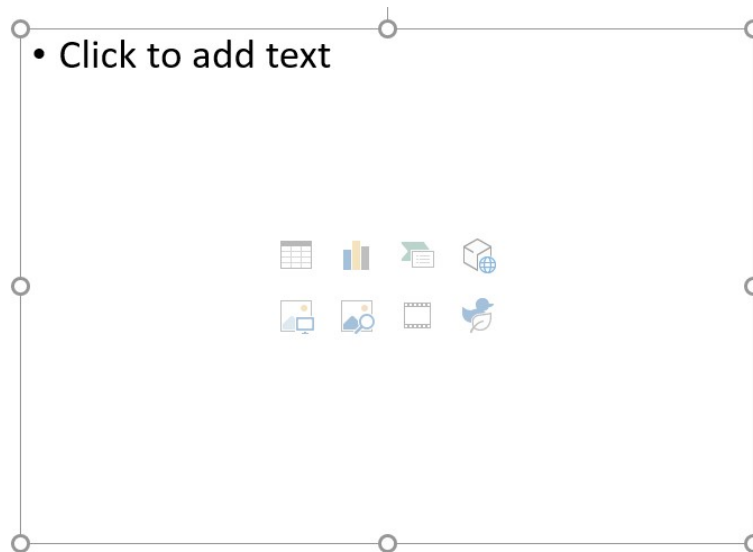   (Pages: 1055 – 1059) (7.14 points)

Figure 8: 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.

12. Where do you need to click to change the table in Figure 9, "Table: Before" to the table in Figure 10, "Table: After"? Your answer must use a button from the Table Tools: Design tab.

Figure 9: Table: Before

Figure 10: 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.

13. 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.

14. 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.

Extra Credit

Word

15. You changed the font of some text in a Word document by mistake. Describe **one** way of un-doing this change.

    (Pages: 63 – 64) (2.5 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.

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 $\rightarrow$ Save As $\rightarrow$ This PC $\rightarrow$ type the file name and choose the folder to which it will be saved $\rightarrow$ Click on "Save".

    (b) (For example:) Open the Word app $\rightarrow$ File Tab $\rightarrow$ Open $\rightarrow$ This PC $\rightarrow$ search for the document or open the folder where it's saved $\rightarrow$ Click on the name of the document $\rightarrow$ Click on "Open".

PowerPoint

17. 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"?

    (Pages: 907 – 908) (2.5 points)

Figure 11: My Slides

Figure 12: My Slides: Changed

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!

18. You are editing a bulleted list. What happens when you click on the button in the image in Figure 13?
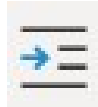

Figure 13: Button with Arrow

(Pages: 443 – 446) (2.5 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.

– End of Midterm Exam Solutions –