

Midterm Exam Solutions

Word – Short Answer

1. Where should you click to change the table in Figure 1, “Table: Before” to the one in Figure 2, “Table: After”?

Column 1	Column 2
Info	Info
Info	Info

Figure 1: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 2: Table: After

(Pages: 494 – 498) (7.14 points)

Correct answer: Right-click inside the 2nd row, and select to insert a row below this 2nd row. Alternatively, right-click inside the 3rd row, and select to insert a row above this 3rd row.

2. 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.

3. 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.

4. If a paragraph has 14 points of space below it, and the paragraph underneath has additional 14 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 14 points of space below the 1st paragraph and there are 14 points of space above the 2nd paragraph, there will be a total of 28 points of space between the two paragraphs.

5. 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”.
6. Suppose you are working on the SmartArt graphic in Word in Figure 3, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 4, “SmartArt: After”?

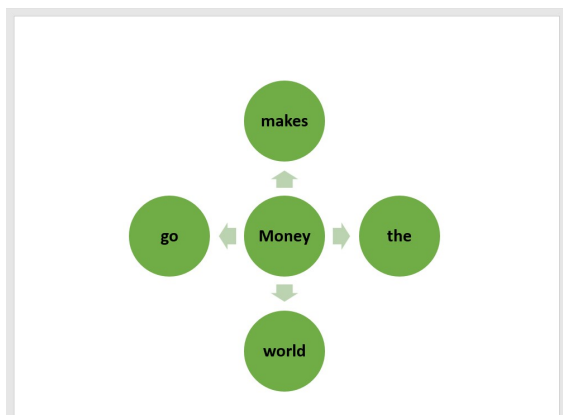


Figure 3: SmartArt: Before

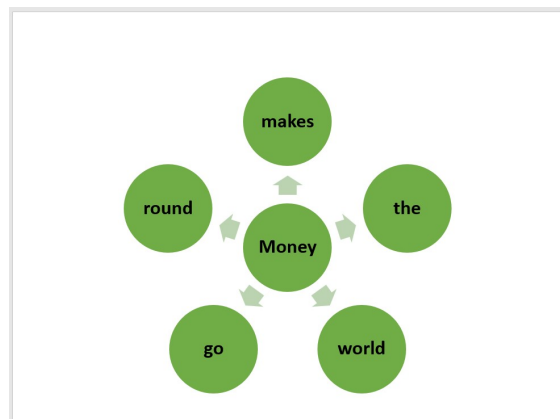


Figure 4: SmartArt: After

(Pages: 930 – 937) (7.14 points)

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

7. 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.

PowerPoint – Short Answer

8. If you were to click on an option from the menu in the Figure 5, what kind of object would be added to the PowerPoint slide?

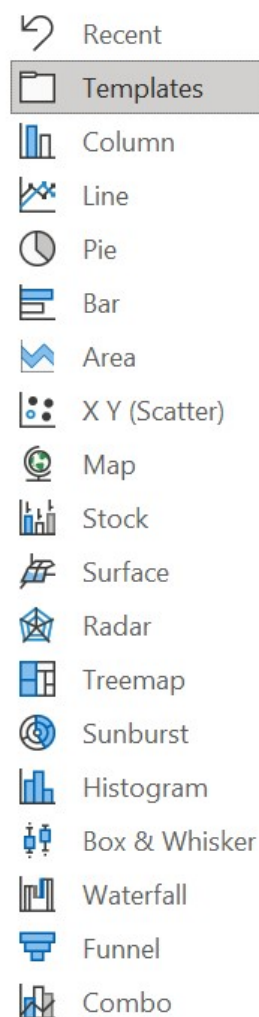


Figure 5: Long Menu

(Pages: 1116 – 1123) (7.14 points)

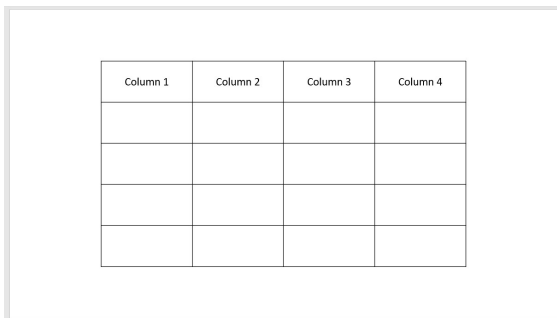
Correct answer: A chart of the option you specify will be added to the PowerPoint slide.

9. Explain why the 1st slide in a PowerPoint presentation is called the “Title Slide,” according to our lectures.

(Pages: 1155 – 1156) (7.14 points)

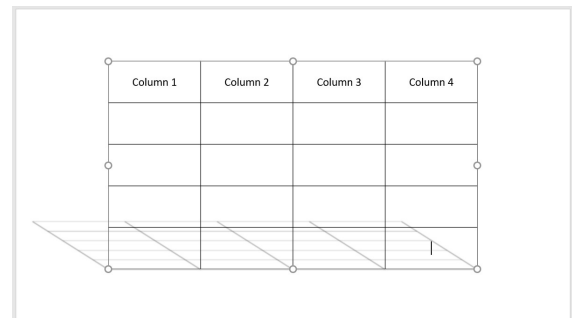
Correct answer: The Title Slide comes with placeholders for both the title and subtitle of the entire presentation, so it serves as the title of the presentation.

10. Where do you need to click to change the table in Figure 6, “Table: Before” to the table in Figure 7, “Table: After”? Your answer must use a button from the Table Tools: Design tab.



Column 1	Column 2	Column 3	Column 4

Figure 6: Table: Before



Column 1	Column 2	Column 3	Column 4

Figure 7: 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.

11. How do you change the shapes on a PowerPoint slide shown in Figure 8, “Three Shapes” to the shape in Figure 9, “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 → Arrange button → Group option to group the shapes.

12. The bulleted list in Figure 10, “My List” was converted into the object displayed in Figure 11, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 11, “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.

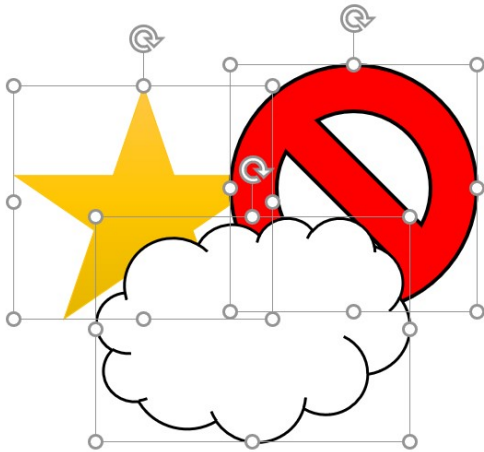


Figure 8: Three Shapes



Figure 9: Three Shapes: Changed

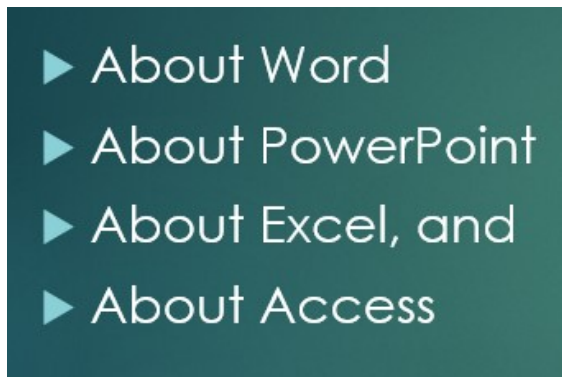


Figure 10: My List

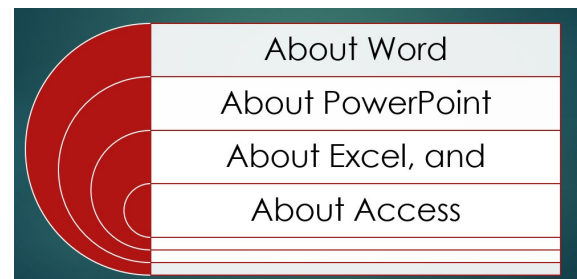


Figure 11: My New List

13. Which button do you need to click to add the text pointed by the red arrows in Figure 12? (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.)

Just a Title

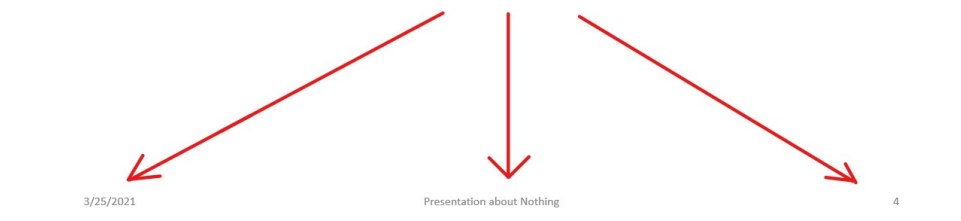


Figure 12: What is This

(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.

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. Where should you click to change the text layout in picture 13, “My Text Layout: Before” to the one in the picture 14, “My Text Layout: After” inside a Word document?

(Pages: 465 – 469) (2.5 points)

Correct answer: The difference between the layout is in the number of columns: while the “My Text Layout: Before” image has 2 columns, the “My Text Layout:

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Figure 13: My Text Layout: Before

Figure 14: My Text Layout: After

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 → click on the Layout tab → click the Column arrow → click the “More Columns...” option, and then type the number 3 next to “Number of Columns”.

- 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) (2.5 points)

Correct answer: Insert tab → Header button → Blank option

PowerPoint

- How can you insert a picture inside the object shown in Figure 15? Assume that the picture you wish to insert is already located on your computer’s Desktop folder. (Pages: 921 – 924) (2.5 points)

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

- You are editing a bulleted list. What happens when you click on the button in the image in Figure 16? (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 –

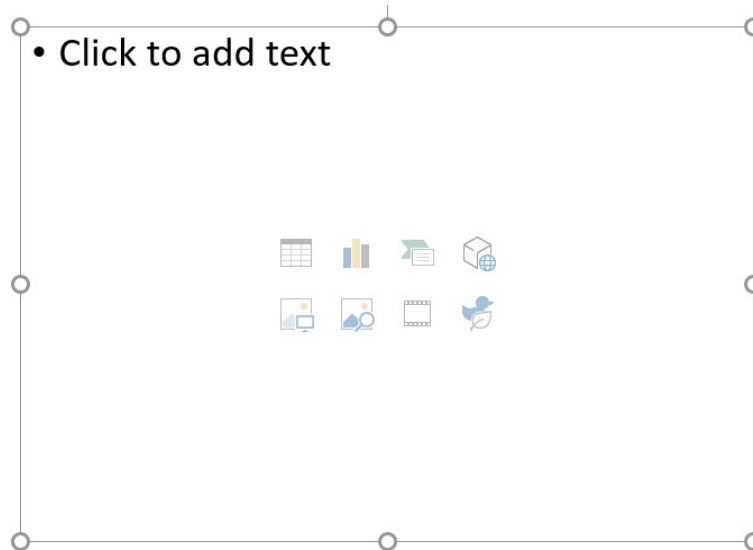


Figure 15: Insert Picture Here



Figure 16: Button with Arrow