Midterm Exam Solutions

Word – Short Answer

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

Good morning!

to the following text:

GOOD MORNING!

(Pages: 401 - 403) (7.14 points)

Correct answer: Select the phrase \rightarrow Click the Home Tab \rightarrow Click the "Change Case" arrow (Aa) \rightarrow Click on UPPERCASE

2. Where should you click to change the watermark in the picture 1, "Watermark: Before" to the watermark in the picture 2, "Watermark: After"?

et, suscipit eu nisi. Vestibulum a hendrerit arcu. Curabitur sem nunc, vestibulum a mi et, commode fermentum ante. Suspendisse id accumsan ligula. Donec ut orci non tellus iaculis venenatis non at sapien. Maecenas tincidunt nulla diam, id tempor ante viverra quis. Vestibulum in lorem risus. Donec imperdiet cursus ultrices. Etiam quis cursus ex.

Morbit est ellt, placerat et odio vel, ullamcorper euismod est. Ut lacreet diam quis quam interdum, et finibus ante tempus. Donec fringilla ipsum rissu, id sollicitudin neque euismod ut. Sed volutpat ipsum nibh, ac rhoncus nisi rhoncus pretium. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasell in blandit neque, in semper enim. Etiam ullamcorper ac tellus vitate tempus. Nullam consequat quam a mante lacreet utricies. Vestibulum ipsum tortor, rhoncus at dolor ig, dapibus pharetra urna. Donec tempus in libero eu suscipit.

Prasent porta neque ut neque luctus interdum. Suspendisse at phatests dui. Morbi quis tellus commodo, ultricies arcu at, elementum nisi. Ut veilt urra, aempeil d'ornae interdum, accumsan qui sapien. Vestibulum tristique odio nisi, sed tincidunt sem laculis a hi ornare, pura quis fermentum interdum, metus nuca septitis sem e unifisi libero ipume, sura. Red vivera ruca sene sea suscipit, ullamorper nisi blandit. Nam vel quam solliticutini, laculis turro si, maximus tellus. Prasent di mas diam. Praesent malesuuda sodales mi, a imperdiet mauris viverra eu. Nam volutpas, arcu id sucipit handrerit, nisi saplem vestibulum mi, ut elementum oslo magna et sapien. Esd eget purus dolor. Praesent eu facilisis eros, eget ultricies turpis. Gost dignissim lacus sit amet ein finibus, eu gravida nis consequat. Done massa lacus, commodo a ci qui convasia hendrerit lacinia sipien. Proin sed ex a massa feugita auctor.

massa fauglat auctor.

Mauris efficier tellus turpis, non-serger lectus vivera se amet. Durb blandt enim nulla, non congue elle eleinan non. Duit, acadim sed enin-compilita tempus videra se your dolor ligula, onnare un niha a, tristique allquim enem Us elsem at eras lactus portitor. Allquim eras volutipat. Annean vivera enim es facilità volution. Collegue corrim éclais dolor. Vivenus at pisum mentur. Aestabulour vivera enim es ne diseasse ullamocoper tristique. Morbit one shim condimentum, condimentum mi vel, fauchbu vellt. In eu répliais, page l'ampa an traugis lorder molestie. Phaseilum attis nulla justo, et consequate arra pellentesque a. Nullam quis croi est. Mauris at massa arcu.

Quisque consecteur it amet lorem et violputate. Aliquam dignissim quam sit amet volutpat suctor. Morbi imperdist seminetiue, nea ezuwasne enim suscipit aed. Mauris sed condimentum lie, venenatis phantra dui. Ut phantra elifera di stra del placent. Mascenas at tortor leo. Sed lectur nici, daplous in metus quis, blandi ullamociper turpis. In aspieni libero, fillius non nonille si, rempor at amet lacus. Morbi odo lacus, scelerique di mi a, accuman adplicu leo. Mauris is justo metus. Nulla lacinia, uma at amet ornara conge, massa tellas loborits sem, vitas pretion lorem ori cu umoro se anterior successiva, que accuman en assi luctus si a metu.

Vestibulum condimentum sodales tortor, a semper leo malessads in .Mascenas effarezas handeren.

Vestibulum condimentum sodales tortor, a semper leo malesuada in. Maecenas placerat hendrerit vestiounit commentum souares cortor, a semple recomensate un invanceman placeres imenueri sodales. Mauris suscipit vestibulum est. Pellentesque nec fringilla leo. Ut dolor ipsum, aliquet vel ullamcorper non, sollicitudin et orci. Sed a tempor turpis. Nullam porta purus eros, vel eleifend ur egestas eget. Morbi quis nulla vel ipsum tempor eleifend. Praesent ullamcorper mauris leo. Nulla

to the imposition does an entire, consection unpushed get, investigation as near in pelayer portion of as in et, suscipit et un isil. Vestibulum a hendreint arcu, Curabitur sen nunc, vestibulum a mi et, commode fermentum ante. Suspendisse id accumsan ligula. Donec ut orci non tellus iaculis venenatis non at sapien. Maecenas incidium trulla lidim, id tempor ante viverra quis. Vestibulum in lorem risus. Dor imperdiet cursus utrices. Etiam quis cursus ex.

consequez erat pelientesque a. Nullam quis orci est. Mauris at massa aros.

Quisque consectetur sit amet lorem et vulquatete. Aliquam dignissim quam sit amet volutpat auctor.

Morbi imperdiet sem neque, nee accumsan enim suscipit aed. Mauris sed condimentum leo, venenatis
pharetra dui. Ut pharetra eleifend est sed placerat. Maecenas at toror leo. Sed lectur nisi, dapibus in
metur quis, blantic Ulamoroper truipit. In asplen libero, fribbus onn mollia su; tempo rist amet lacus.

Morbi odio lacus, scelerique id mi a, accumsan dapibus leo. Mauris in justo metus. Niuli alonia, urna sit
amet ornare conge, massa tellus loboritis sem, vitas pertelum lorem orci eu umass. Curabitur quis
placerat risus. Cras varius posuere portitior. Ut sagtitis saplen ac urna consequat, eu lacreet ellit
tridudur. Fusce convilia tempor risus, nee auctor leo sodales eget. Nullam rhonous eleifend leo, et
ornare massa luctus sit amet.

Figure 1: Watermark: Before Figure 2: Watermark: After

(Pages: 556 - 560) (7.14 points)

Correct answer: Click the Design tab \rightarrow click the Watermark arrow \rightarrow click the "Custom Watermark..." option \rightarrow next to the option Layout, click on "Horizontal" instead of "Diagonal" \rightarrow click on Apply, and close the dialog box.

3. 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.

4. If a paragraph has 11 points of space below it, and the paragraph underneath has additional 9 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 11 points of space below the 1st paragraph and there are 9 points of space above the 2nd paragraph, there will be a total of 20 points of space between the two paragraphs.

5. 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.

6. 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?

(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 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".

7. Describe **one** way in which you can change the picture inside a Word document shown in Figure 5, "Apple: Before" to the picture shown in Figure 6, "Apple: After".

(Pages: 514 - 516) (7.14 points)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas Iorem sapien, portitior quis fringilla et, suscipit eu nisi. Vestibulum a henderit arcu. Curabhur sem nunc, vestibulum a mie, commodo fermentum ante. suspendisse i da curassa ligula. Donec ut orci non tellas isoulis venenatis non at sapien. Maecenas tincidunt nulla dam., id tempor ante viverra quis. Vestibulum in Iorem risus. Donec imperdiet cursus utiries. Estam quis cursus sex.

Morbi est elf, placeral et odio ve), ullamcorper euismod est. Ut laoreet diam quis quam interdum, et finibus ante tempus. Donec fringilla ipsum risus, il sollicitudin neque euismod ut. Sed volutrat ipsum nibh, a crihocus insi froncus pretium Lorem ipsum dolor ist anet, consectetur adjisticing elf. Phasellus in blandt neque, in semper enim. Etiam ullamcorper ac tellus vitae tempus. Nullam consequat quam sit amet laoreet utiricis: Vestibulum ipsum tortor, rhoncus at dolor in, dapibus pharetra urna. Donec tempus in libero es suscipit.

tempus in libero eu suscipit.

Preseem pota neque un enque luctus interdum. Suspendisse at pharetra dui. Morbi quis tellus commodo, ultricies arcu at, elementum nisi. Ut vellt urna, semper i do mare interdum, accumsan quis segien. Vestibulum tristique ado in sis, est diricidus tras inaulis. a In ornare, prusu quis fermentum interdum, metus nure sagititis sem, eu mollis libero ipsum eu urna. Sed viverra urna nec est suscipi, nui interdum, metus nure sagitis sem, eu mollis libero ipsum eu urna. Sed viverra urna nec est suscipi, cul indianceper ein blanditi. Nam vel unam solicitudin, inacida turpis id, maisman sellus. Parasent indientis praesta diam. Praesent malesuada sodales mi, a imperdiet mauris viverra eu. Nam voltapat, arcui di suscipit hendrerit, nisì sagine vestibulum mi, ut elementum doin angne et saginis. Sed egge tururu dolor. Praesent eu facilisis eros, eget ultricies turpis. Cras dignissim lacus sit amet elit finibus, eu gravida nisi consequat. Done messas lacus, commodo ac arcu convollis, hendrerit lacinia sagien. Proin sed ex a massa feugiat auctor.

Mauris efficitur tellus turpis, non semper lectus viverra sit amet. Duis blandit enim nulla, non conque elit elefend non. Duis ac enim sed enim convallis tempus sid noc est. Nunc dolor ligula, ornare ur nibh a, tristique aliquam sem. Ut ac sem at eros luctus portitor. Aliquam erat volutpat. Aenean viverra enim quis fiolitiss vevetibulum. Quieque nutrum fiorilisis dolor. Vivomus ar lipoum metrs. Vestibulum dignicism quis fiorilisis vevetibulum. Quieque nutrum fiorilisis dolor. Vivomus ar lipoum metrs. Vestibulum dignicism

Figure 3: My Text Layout: Before

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas Iorem sapien, portitor quis irrigilla et, suscipit eu nisi. Vestibulum a monderita racu. Curabitur sem nunc, vestibulum a mi et, commodo fermentum ante. Suspendisse id accursan ligula. Done cut ori non tellus iaculis venenatis non at sapien. Maecenas tindiunt nulla diam, id tempor ante viverra quis. Vestibulum in lorem risus. Done irrigendet cursus utrices. Eliam quis cursus extendis diam, id tempor ante viverra quis. Vestibulum in lorem risus. Done irrigendet cursus utrices. Eliam quis cursus ex.

Morbi est elit, placerat et worn es ein, pacera et odio vel, ullamcorper euismod est. Ut laoreet diam quis quam interdum, et finibus ante tempus. Donec fringilla ipsum risus, id sollicitudin neque euismod ut. Sed volutpat ipsum nibh, ac rhoncus nisi rhoncus

nisi. Ut velit urna, semper id ornare interdum, accumsan quis sapien. Vestibulum tristique odio nisi, sed tincidunt sem iaculis a. In ornare, purus quis fermentum interdum, metus pune sapiritis sem eu mollis

rutrum facilisis dolor.
Vivarmus at ipsum metus.
Vestbülum dignissim ex ne massa ullamcoper tristique.
Morbi non enim condimentum mi vel, faucibus veilt. In eut acilisis quam. Pellentesque vel magna at mauris looreet moleste. Phasellus mattis nulla justo, et consequat erat, nulla justo, et consequat erat, Mauris at massa arcu. Quisque consectetur sit amet lorem et vulputate. Aliquam

lorem et vulputate. Aliquam dignissim quam sit amet volutpat auctor. Morbi imperdiet sem neque, nec accumsan enim suscipit sed. Mauris sed condimentum leo, venenatis pharetra dui. Ut pharetra eleifend est sed placerat. Maecenas at tortor leo. Sed lectus nisi, dapibus in metus quis blandit in metus quis, blandit

Figure 4: My Text Layout: After

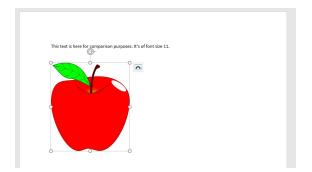


Figure 5: Apple: Before

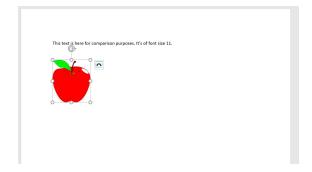


Figure 6: Apple: After

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. The bulleted list in Figure 7, "My List" was converted into the object displayed in Figure 8, "My New List". Where should you click for this object conversion to occur? (**Hint**: what kind of object is displayed in Figure 8, "My New List"?)
- ▶ About Word
- ▶ About PowerPoint
- ▶ About Excel, and
- ▶ About Access

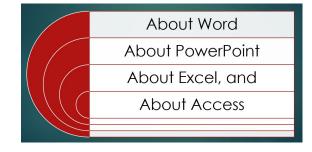


Figure 7: My List

Figure 8: My New List

(Pages: 930 - 937) (7.14 points)

Correct answer: Select all the bulleted list's items \rightarrow Click the Home Tab \rightarrow Click the "Convert to SmartArt" button \rightarrow 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. 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 9, "My Slides". Where should you click to change the Slides tab to the one in Figure 10, "My Slides: Changed"?

(Pages: 907 - 908) (7.14 points)

Correct answer: Click on Slide 2 in the Slides tab/area \rightarrow Drag it below the Slide 3 \rightarrow When you notice that Slide 3 move above Slide 2, release the mouse. Now, the two slides exchanged their order!

10. If you were to click on an option from the menu in the Figure 11, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 - 1123) (7.14 points)

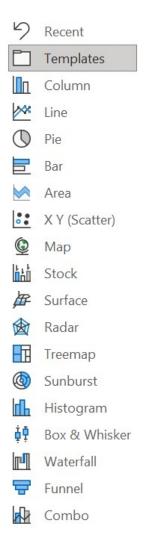
Correct answer: A <u>chart</u> of the option you specify will be added to the PowerPoint slide.



Figure 9: My Slides



Figure 10: My Slides: Changed



CISC 1050 TR2 Midterm Solutions

Figure 11: Long Menu

11. Where do you need to click to change the chart in Figure 12, "Chart: Before" to the chart in Figure 13, "Chart: After"? Your answer must use a button from the Chart Tools: Format tab.

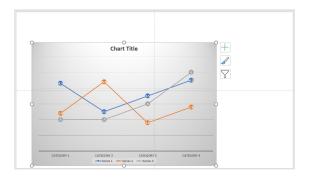


Chart Title

Figure 12: Chart: Before

Figure 13: Chart: After

(Pages: 1126 - 1133) (7.14 points)

Correct answer: Select the chart \to click on the Chart Tools: Format tab \to Click on the Align button \to click on "Align Center" \to Click on the Align button again \to click on "Align Middle".

12. 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.)

Just a Title



Figure 14: What is This

(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.

13. If you click on any one of the squares in the picture in Figure 15, what will change in the PowerPoint presentation? Explain in general.



Figure 15: Many Options

(Pages: 885 - 889) (7.14 points)

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

14. How can you enter a hyperlink into an existing text?

(Pages: 524 - 529) (7.14 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.

Extra Credit

Word

15. Which button in Word should you click to change the 3 paragraphs:

My name is Jane.

I love cats.

I also love pizza.

to:

- My name is Jane.
- I love cats.
- I also love pizza.

(Pages: 438 - 441) (2.5 points)

Correct answer: Select the paragraphs \to Click the Home Tab \to Click the Bullets button

16. What is change has been made to the picture in Figure 16, "Dino: Before", so that it became the picture in Figure 17, "Dino: After"?

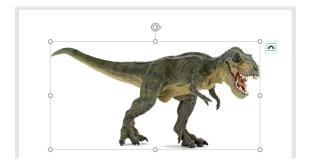


Figure 16: Dino: Before

Figure 17: 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 \rightarrow Click the Picture Tools: Format Tab \rightarrow Click the Color button \rightarrow Click on the Gold or Yellow color.

PowerPoint

- 17. (a) What is the name of the PowerPoint object appearing in the Figure 18?
 - (b) Where do you need to click to delete/remove this object?

Click to add title

Figure 18: Object/Box

(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.
- 18. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 19? Your answer must use the box shown in that Figure.

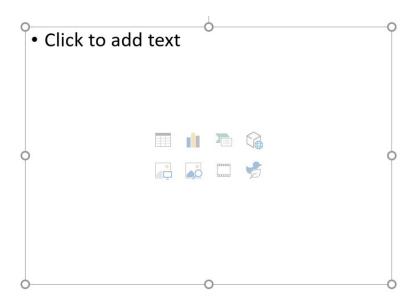


Figure 19: Insert Table Here

(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 \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.

– End of Midterm Exam Solutions –