

Midterm Exam Solutions

Word – Short Answer

1. 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.

2. 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”?

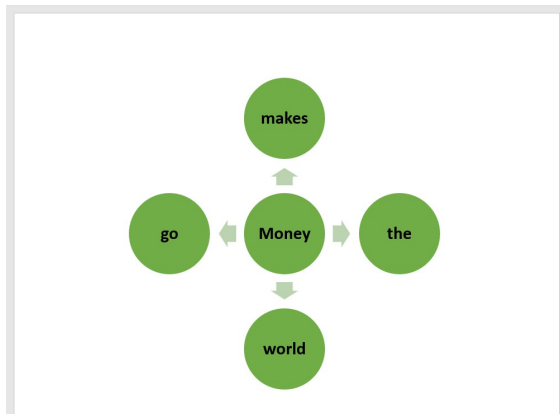


Figure 1: SmartArt: Before

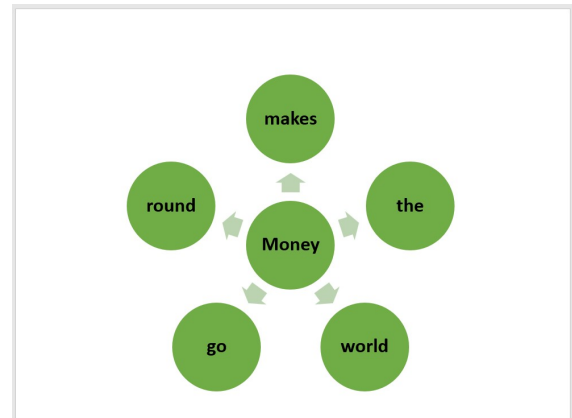


Figure 2: SmartArt: After

(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.

3. In Word, where should you click to change the Margin size of the document to 0.5 inches all across?

(Pages: 772 — 774) (7.14 points)

Correct answer: Layout Tab → Margins button → Click the “Narrow” option.

4. 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 to 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.

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

(Pages: 369) (7.14 points)

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

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?

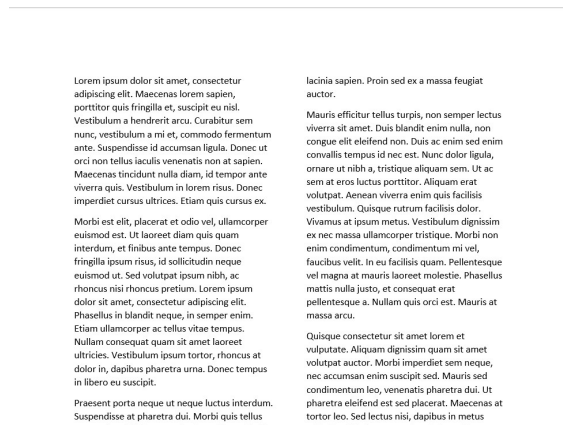


Figure 3: My Text Layout: Before



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 2 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”.

7. 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 (Cmd + S on Mac), or (3) click File → ‘Save’ option (not ‘Save As’.) Either two of the options are good for the answer.

PowerPoint – Short Answer

8. Which button do you need to click to add the text pointed by the red arrows in Figure 5? (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

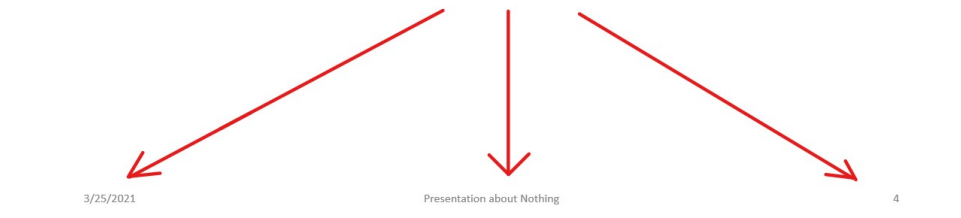


Figure 5: What is This

(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.

9. 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 → Insert tab → Link button (the Insert Hyperlink dialog box will open) → Click OK.

10. If you click on any one of the squares in the picture in Figure 6, what will change in the PowerPoint presentation? Explain in general.

(Pages: 962 – 964) (7.14 points)

Correct answer: Clicking on one of these squares will add a transition between the slides of the presentation.

11. If you click on any of the options shown in Figure 7, what object will change on the PowerPoint slide, and how?

(Pages: 1074 – 1078) (7.14 points)

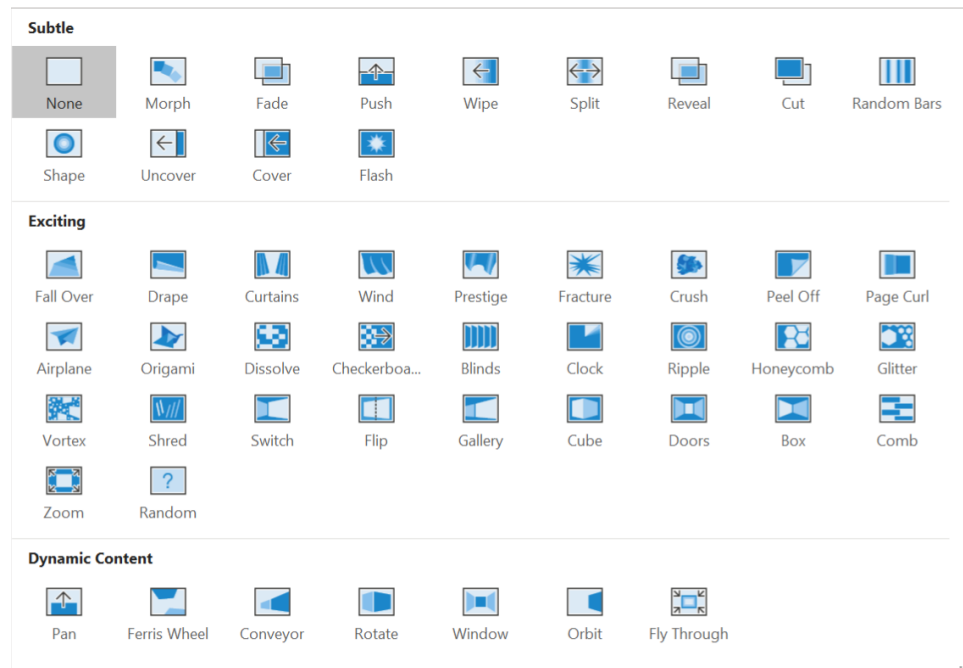


Figure 6: Many Options

Correct answer: The style of the table on the PowerPoint slide will change to the one that you click among the “Many options”.

12. You 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 8, “My Slides”. Where should you click to change the Slides tab to the one in Figure 9, “My Slides: Changed”?

(Pages: 907 – 908) (7.14 points)

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!

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

(Pages: 1116 – 1123) (7.14 points)

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

14. What is the difference between this list:

- Apple
- Cherry
- Banana

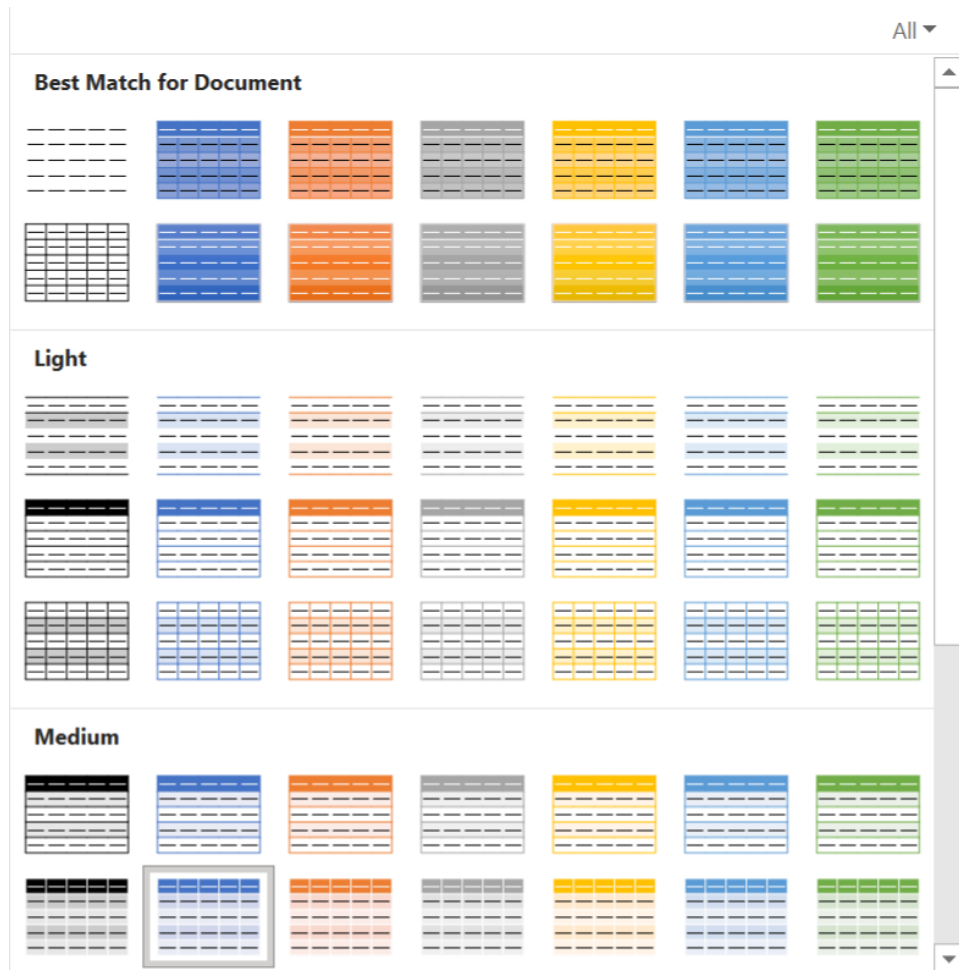


Figure 7: Many options



Figure 8: My Slides



Figure 9: My Slides: Changed

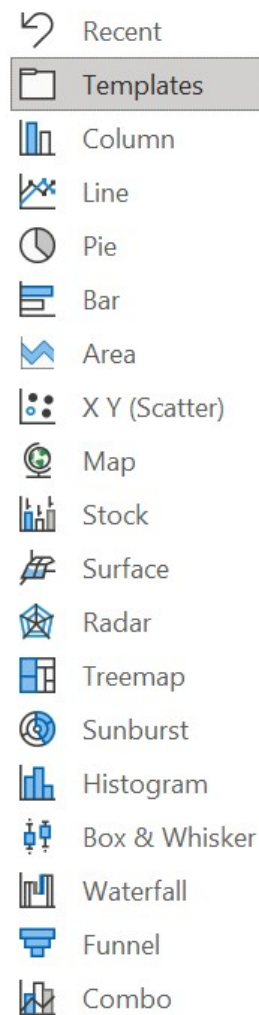


Figure 10: Long Menu

- 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.

Extra Credit

Word

15. Where should you click to change the watermark in the picture 11, “Watermark: Before” to the watermark in the picture 12, “Watermark: After”?

(Pages: 556 – 560) (2.5 points)

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

16. If a paragraph has 14 points of space below it, and the paragraph underneath has additional 10 points of space above it, how much space is there between the two paragraphs?

(Pages: 412 – 416) (2.5 points)

Correct answer: Since there are 14 points of space below the 1st paragraph and there are 10 points of space above the 2nd paragraph, there will be a total of 24 points of space between the two paragraphs.

PowerPoint

17. (a) What is the object displayed in Figure 13?
(b) What happens to the object when you click on the triangle button at the bottom-left of the object?

(Pages: 980 – 987) (2.5 points)

Correct answer:

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Figure 11: Watermark: Before

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Figure 12: Watermark: After



Figure 13: Object with Buttons

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

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

18. How do you duplicate a slide? Mention **one** way.

(Pages: 63 – 64, 900 – 901) (2.5 points)

Correct answer: Select the slide you want to duplicate → Home tab → New Slide arrow → Click ‘Duplicate Selected Slides’.

– End of Midterm Exam Solutions –