

Midterm Exam Solutions

Word – Short Answer

1. You inserted an oval shape into your Word document shown in Figure 1, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 2, “Moved Oval”? [**Note:** you must use a button on the Drawing Tools (Shape) Format Tab. Don’t answer “I can simply drag it there with the mouse.”]

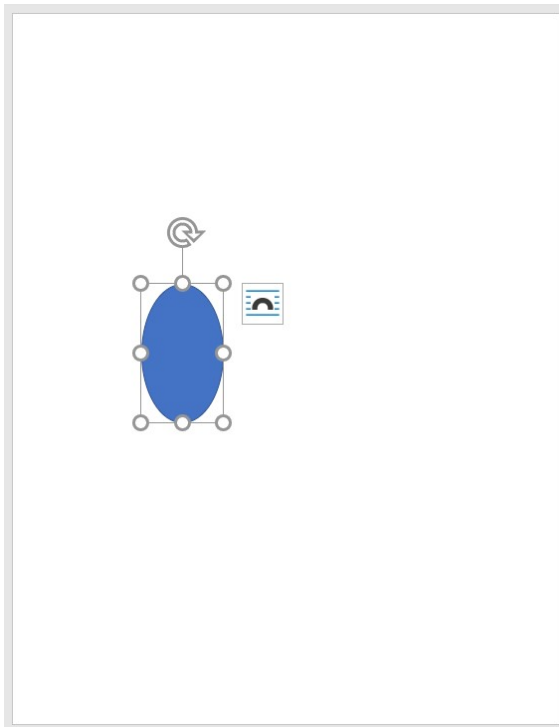


Figure 1: Added Oval Shape

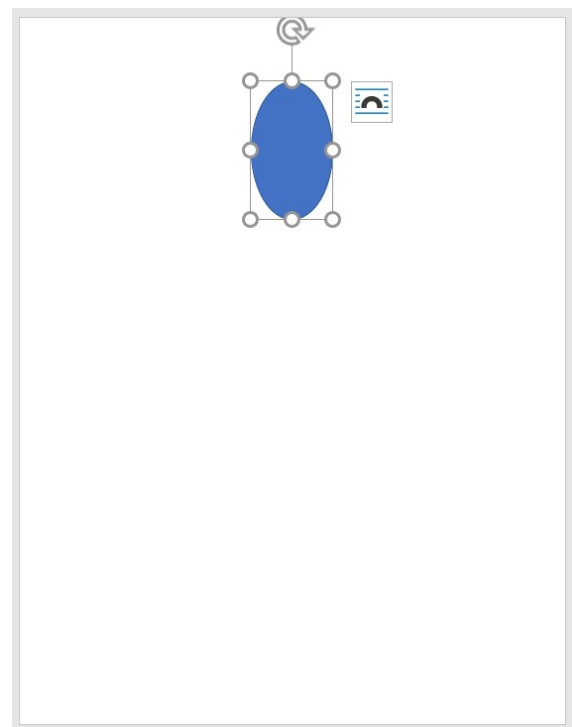


Figure 2: Moved Oval

(Pages: 519 – 521) (7.14 points)

Correct answer: Select the shape → Click the Drawing Tools (Shape) Format → Click the Position button → Click “Position in Top Center with Square Wrapping.”

2. 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”.
3. (a) Why does Word show a strange colorful underline in the phrase in Figure 3?

the colroful flower

Figure 3: Phrase in Word

- (b) Mention **one** way to fix the issue and remove this underline with the help of Word (do NOT say “I can simply delete it and re-type it.”)

(Pages: 419 – 423) (7.14 points)

Correct answer:

- (a) The word “colroful” is misspelled, so Word warns you by drawing a red wavy underline under that word.
 - (b) You can right-click the word or phrase with that underline, and from the options shown, click on the right correction. The correction will replace the mistake, and the underline will disappear. [Alternatively: open the Review tab, and click the Editor (also called Spelling and Grammar) button to view the detected grammar and spelling errors and correct them.]
4. What is the purpose of the following partially-shown dialog box in Figure 4?
- (Pages: 569 – 570) (7.14 points)

Correct answer: The purpose of the dialog box is to insert/edit the details of a new bibliographic source into a Word document to later use it inside the bibliography or inside a citation.

5. What does the button displayed in the Figure 5 do?

(Pages: 370) (7.14 points)

Correct answer: It displays several pages, rather than a single page, at once (on one screen) inside the Word window.

6. Where should you click to change the table in Figure 6, “Table: Before” to the one in Figure 7, “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.

Web site Language Default

Bibliography Fields for MLA

Author Edit

☐ Corporate Author

Name of Web Page

Year

Month

Day

Year Accessed

Month Accessed

Day Accessed

Medium

☐ Show All Bibliography Fields

Tag name Placeholder1

OK Cancel

Figure 4: Dialog Box

Multiple Pages

Figure 5: Multiple Pages

Column 1	Column 2
Info	Info
Info	Info

Figure 6: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 7: Table: After

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

Good morning!

to the following text:

Good morning!

(Pages: 396 – 399) (7.14 points)

Correct answer: Select the phrase → Click the Home Tab → Click the Font arrow → Scroll down until you find the font name → Click on the new font name

PowerPoint – Short Answer

8. How can you move the shapes in Figure 8, “My Shapes” so that they are positioned like those in Figure 9, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.



Figure 8: My Shapes

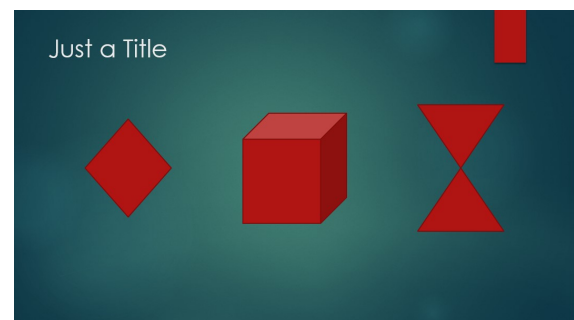


Figure 9: My Shapes: Moved

(Pages: 939 – 943) (7.14 points)

Correct answer: Select all the 3 shapes by clicking and holding the Control button on the keyboard and clicking on each of the shapes → Click the Drawing Tools (Shape) Format Tab → Click the Align button → Click “Align to Slide” → Click the Align button again → Click “Distribute Horizontally”.

9. How do you change the shapes on a PowerPoint slide shown in Figure 10, “Three Shapes” to the shape in Figure 11, “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.

10. If you were to click on an option from the menu in the Figure 12, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 – 1123) (7.14 points)



Figure 10: Three Shapes

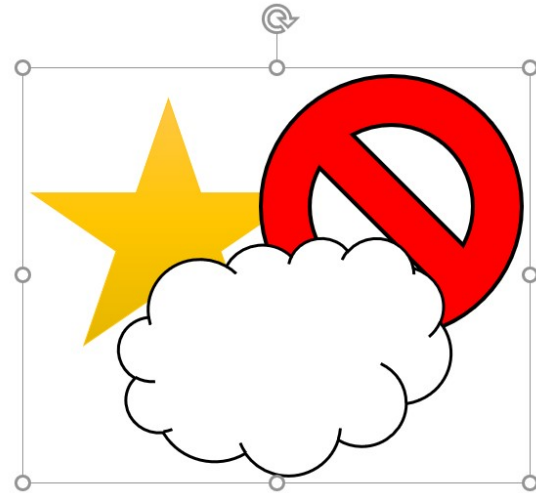


Figure 11: Three Shapes: Changed

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

11. Where do you need to click to change the table in Figure 13, “Table: Before” to the table in Figure 14, “Table: After”? Your answer must use a button from the Table Tools: Design tab.

(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.

12. Where do you need to click to change the chart in Figure 15, “Chart: Before” to the chart in Figure 16, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

(Pages: 1126 – 1133) (7.14 points)

Correct answer: Select the chart → click on the Chart Tools: Format tab → Click on the Align button → click on “Align Center” → Click on the Align button again → click on “Align Middle”.

13. 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.

14. (a) What is the object displayed in Figure 17?

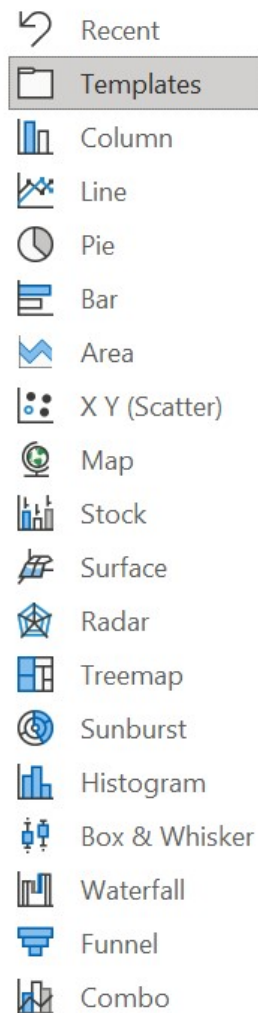


Figure 12: Long Menu

Column 1	Column 2	Column 3	Column 4

Figure 13: Table: Before

Column 1	Column 2	Column 3	Column 4

Figure 14: Table: After

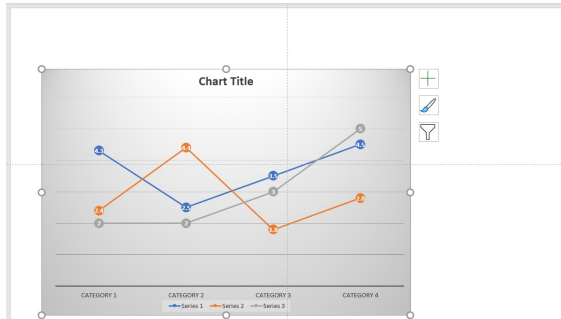


Figure 15: Chart: Before



Figure 16: Chart: After

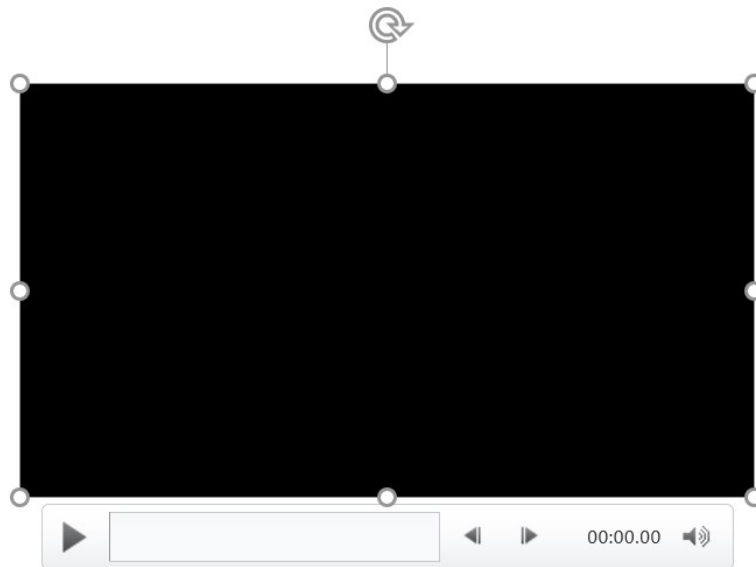


Figure 17: Object with Buttons

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

(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.

Extra Credit

Word

15. Suppose you are working on the SmartArt graphic in Word in Figure 18, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 19, “SmartArt: After”?

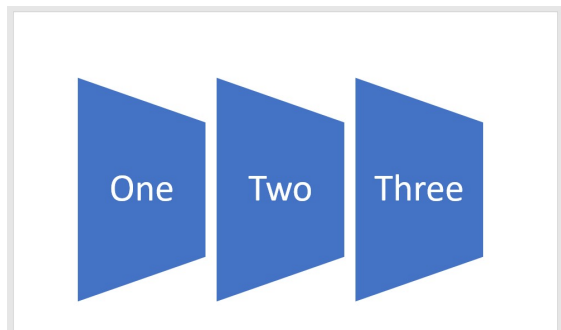


Figure 18: SmartArt: Before

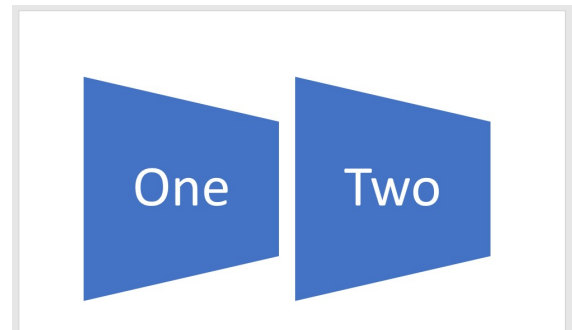


Figure 19: SmartArt: After

(Pages: 930 – 937) (2.5 points)

Correct answer: Select the SmartArt graphic → Click on the shape with the word “Three” → Click the DELETE button on the keyboard.

16. Where should you click to change the watermark in the picture 20, “Watermark: Before” to the watermark in the picture 21, “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.

PowerPoint

17. The bulleted list in Figure 22, “My List” was converted into the object displayed in Figure 23, “My New List”. Where should you click for this object conversion to occur? (Hint: what kind of object is displayed in Figure 23, “My New List”?)

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Figure 20: Watermark: Before

Figure 21: Watermark: After

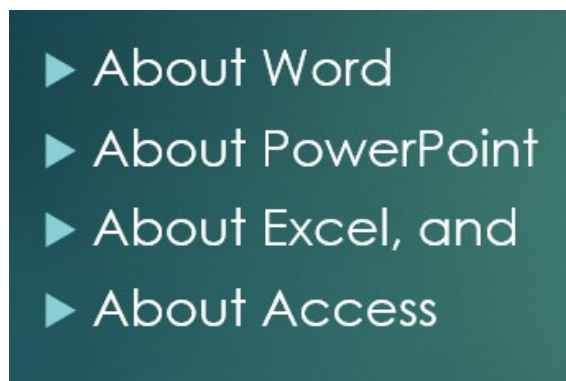


Figure 22: My List

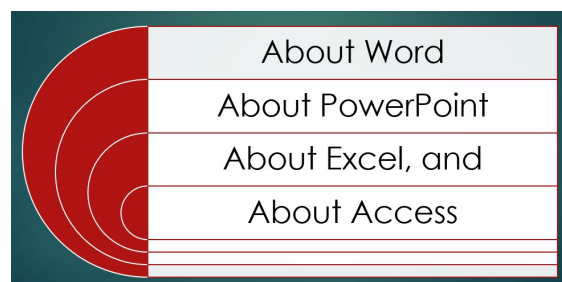


Figure 23: My New List

(Pages: 930 – 937) (2.5 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.

18. How do you change the layout of a slide to Title and Content? Mention **one** way.

(Pages: 902 – 903) (2.5 points)

Correct answer: Right-click the slide you want to delete inside the Slides tab → Move the mouse above the “Layout” option → Click on the layout which you want the slide to have.

– End of Midterm Exam Solutions –