

## 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”?

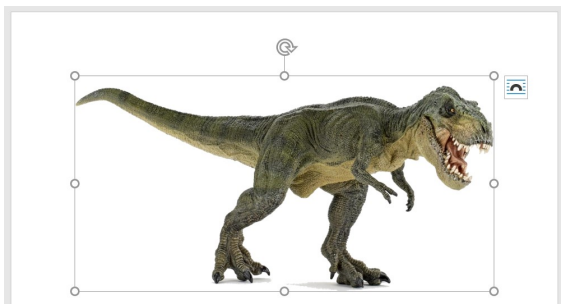


Figure 1: Dino: Before

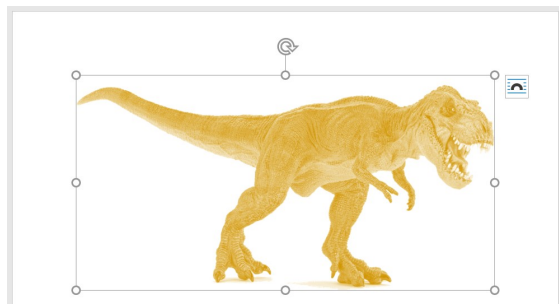


Figure 2: Dino: After

(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. If a paragraph has 9 points of space below it, and the paragraph underneath has additional 7 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 9 points of space below the 1st paragraph and there are 7 points of space above the 2nd paragraph, there will be a total of 16 points of space between the two paragraphs.

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. Explain **one** way to open the Word Application on a Windows 10 computer.  
(Pages: 365 – 366) (7.14 points)
- Correct answer:** Click the Start button → scroll through the list of apps until the Word app name appears → Click the Word app name to open the app.
5. Which button in Word should you click to change the text:  
Good morning!  
to the following text:  
*Good morning!*  
(Pages: 390 – 391) (7.14 points)
- Correct answer:** Select the phrase → Click the Home Tab → Click the Italic (*I*) button
6. Name **two** commands/buttons on the Status Bar.  
(Pages: 369 – 370) (7.14 points)
- Correct answer:** (For example:) Spelling and Grammar checker button, and the + zoom increase button
7. 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.

### PowerPoint – Short Answer

8. If you were to click on an option from the menu in the Figure 4, 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.

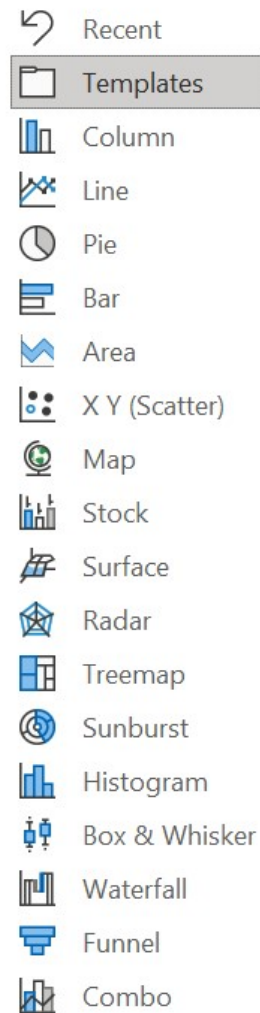


Figure 4: Long Menu

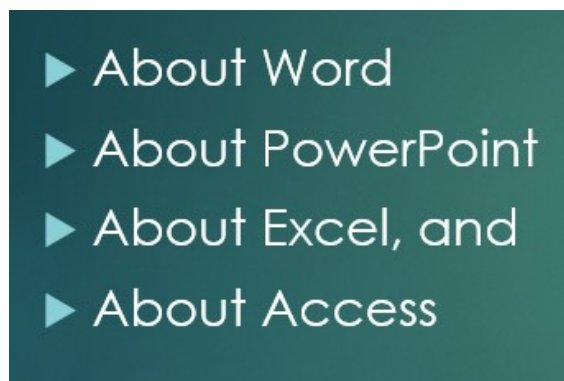


Figure 5: My List

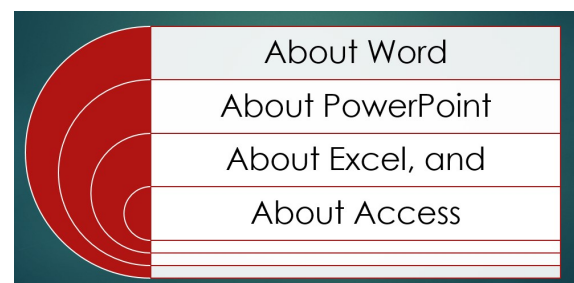


Figure 6: My New List

9. The bulleted list in Figure 5, “My List” was converted into the object displayed in Figure 6, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 6, “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.

10. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 7? Your answer must use the box shown in that Figure.

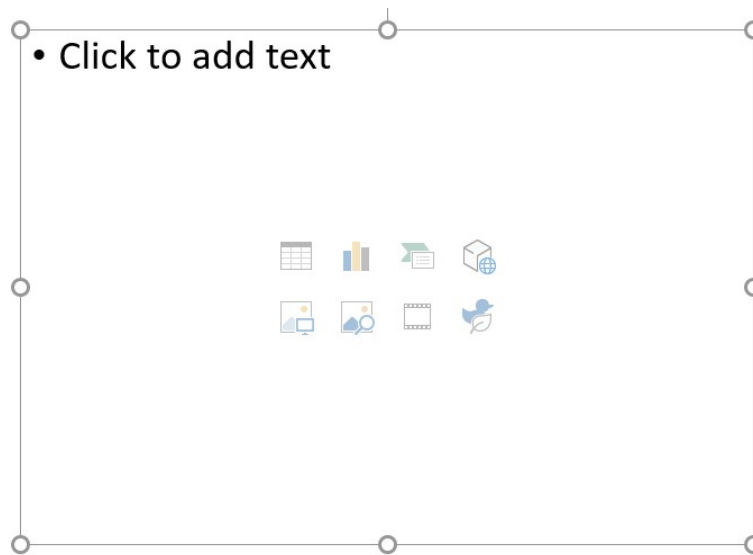


Figure 7: Insert Table Here

(Pages: 1055 – 1059) (7.14 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 → Type 3 in the “Number of rows” box and 2 in the “Number of columns” box → Click OK for the table to be added.

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.



Figure 8: Three Shapes



Figure 9: Three Shapes: Changed

12. 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.

13. 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.

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

## Extra Credit

### Word

15. Suppose you are working on the SmartArt graphic in Word in Figure 10, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 11, “SmartArt: After”?

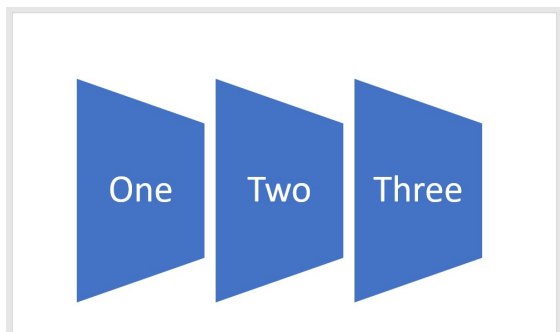


Figure 10: SmartArt: Before

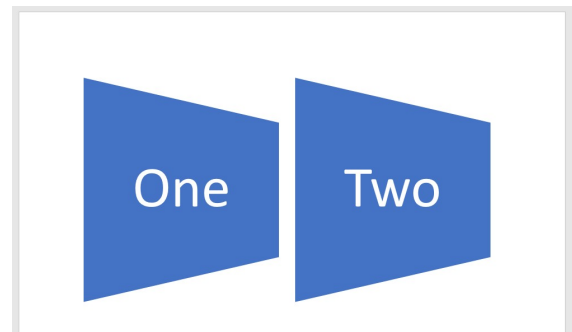


Figure 11: SmartArt: After

(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 text layout in picture 12, “My Text Layout: Before” to the one in the picture 13, “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: 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”.

### PowerPoint

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

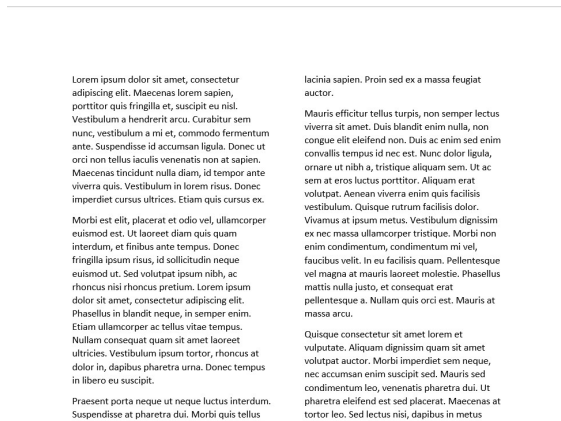


Figure 12: My Text Layout: Before

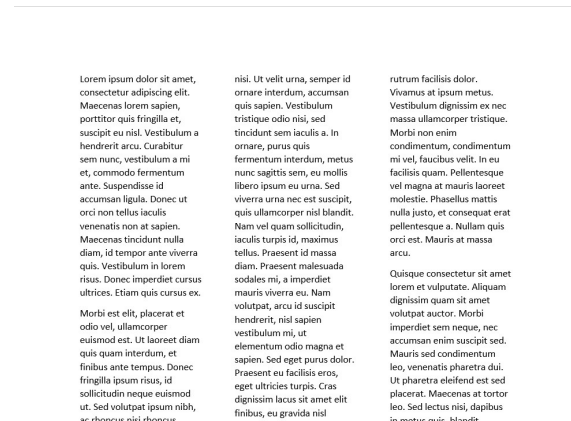


Figure 13: My Text Layout: After

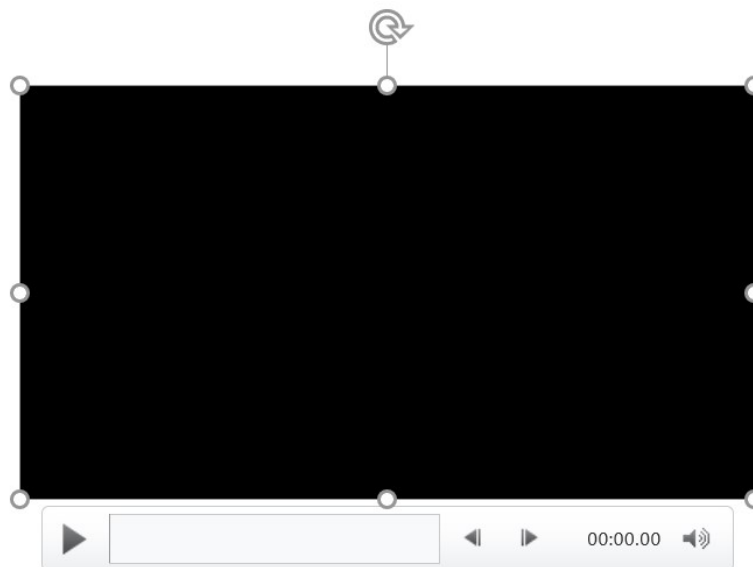


Figure 14: Object with Buttons

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

(Pages: 980 – 987) (2.5 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.
18. How can you move the shapes in Figure 15, “My Shapes” so that they are positioned like those in Figure 16, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

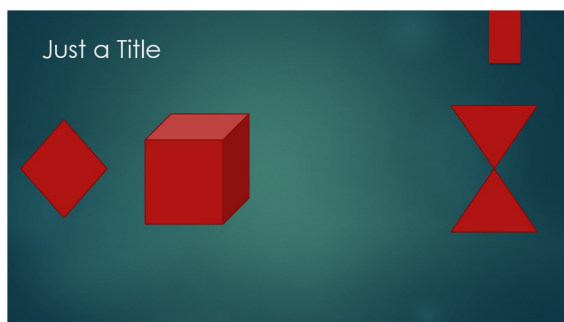


Figure 15: My Shapes

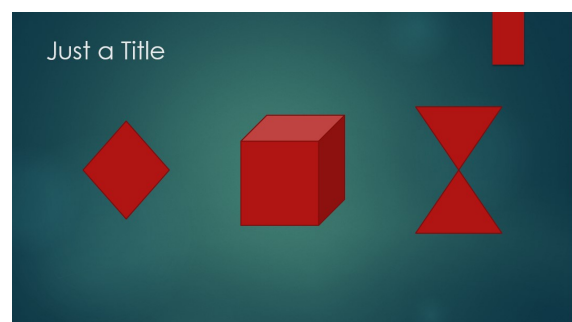


Figure 16: My Shapes: Moved

(Pages: 939 – 943) (2.5 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”.

– End of Midterm Exam Solutions –