Midterm Exam Solutions

Word – Short Answer

1. 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"?
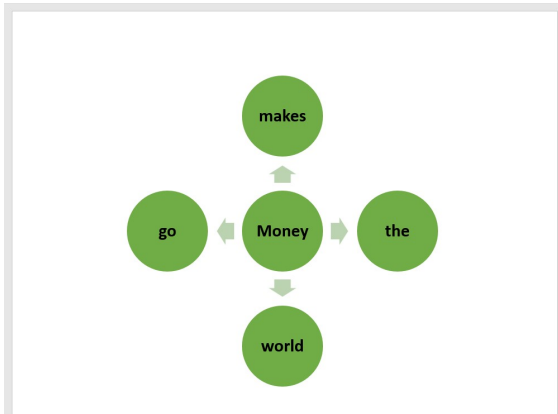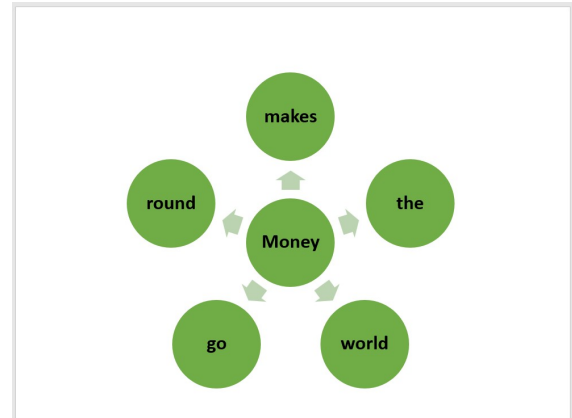

Figure 1: SmartArt: Before

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.

2. What is the purpose of the following partially-shown dialog box in Figure 3?

(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.

3. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 4.

   (b) Explain the purpose of **one** element (button, icon, etc.) in the area whose name you mentioned in part a.

(Pages: 368 − 370) (7.14 points)

Correct answer:

   (a) This is the Ribbon.

   (b) (For example:) The Bold button makes the text look bold (thicker.)

4. Here is a paragraph in a Word document:
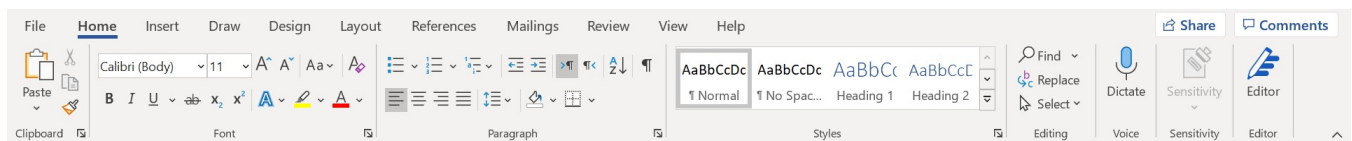
Figure 3: Dialog Box

Figure 4: Window Area

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.

5. Where should you click to change the table in Figure 5, "Table: Before" to the one in Figure 6, "Table: After"?

Figure 5: Table: Before

Figure 6: 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.
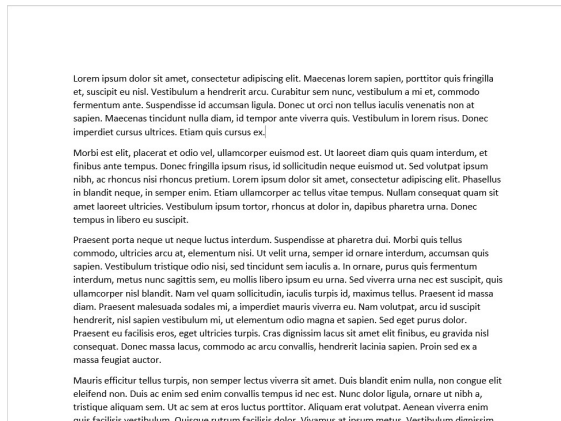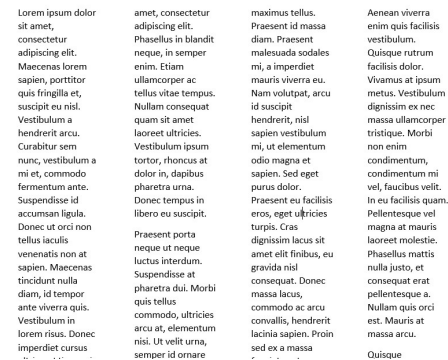
Figure 7: My Text Layout: Before   Figure 8: My Text Layout: After

6. Where should you click to change the text layout in picture 7, "My Text Layout: Before" to the one in the picture 8, "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 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. If a paragraph has 16 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 16 points of space below the 1st paragraph and there are 9 points of space above the 2nd paragraph, there will be a total of 25 points of space between the two paragraphs.

PowerPoint – Short Answer

8. How can you insert a picture inside the object shown in Figure 9? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

   (Pages: 921 – 924) (7.14 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.

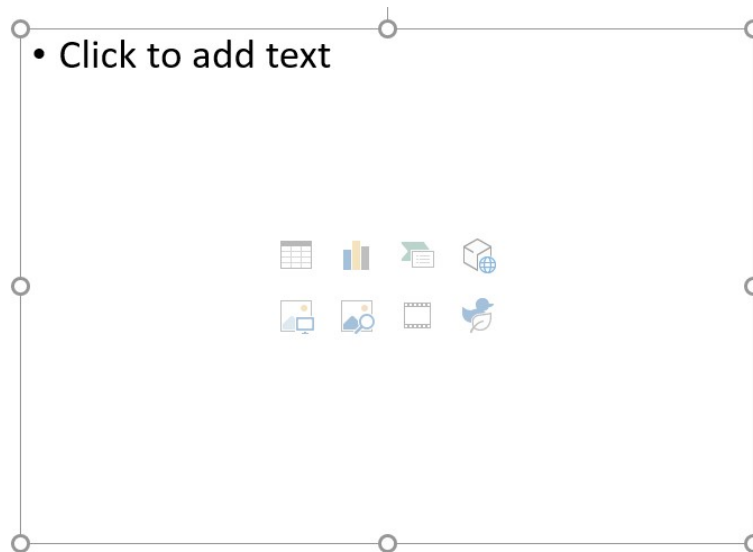9. How can you enter a hyperlink into an existing text?

Figure 9: Insert Picture Here

(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. 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"?)
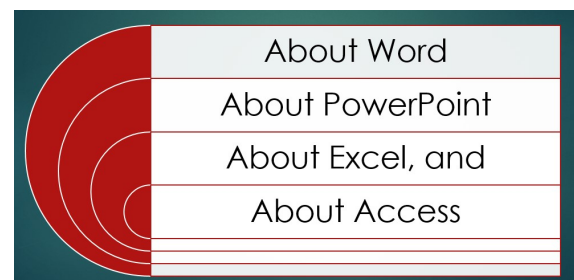

Figure 10: My List

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.

11. 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?
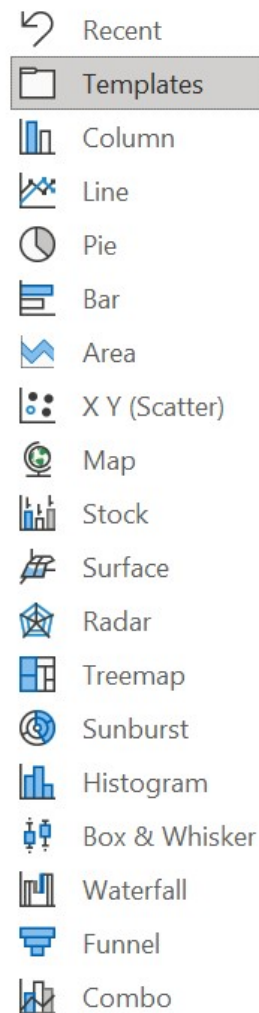

↺	Recent
▢	Templates
▥	Column
⟋	Line
◷	Pie
▤	Bar
⋀	Area
∷	X Y (Scatter)
⊕	Map
▦	Stock
⧨	Surface
✪	Radar
⊞	Treemap
◉	Sunburst
▥	Histogram
⫲	Box & Whisker
▥	Waterfall
▽	Funnel
▨	Combo

Figure 12: Long Menu

(Pages: 1116 – 1123) (7.14 points)

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

12. Where do you need to click to change the chart in Figure 13, "Chart: Before" to the chart in Figure 14, "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
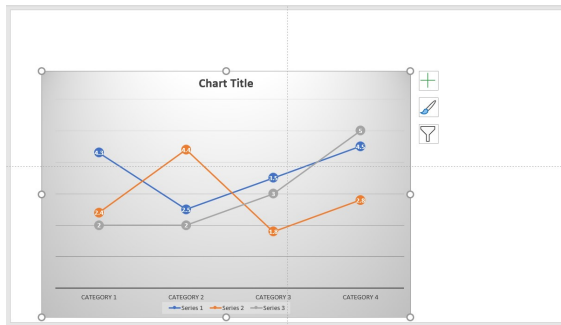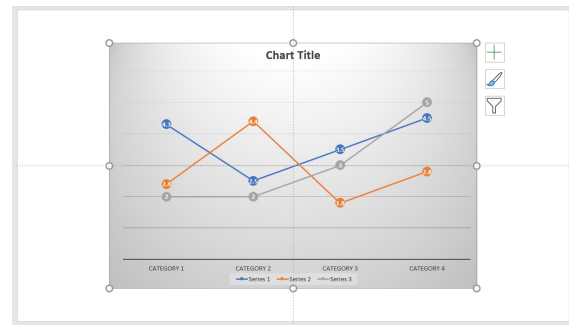
6

Figure 13: Chart: Before

Figure 14: Chart: After

→ click on "Align Middle".

13. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 15? Your answer must use the box shown in that Figure.
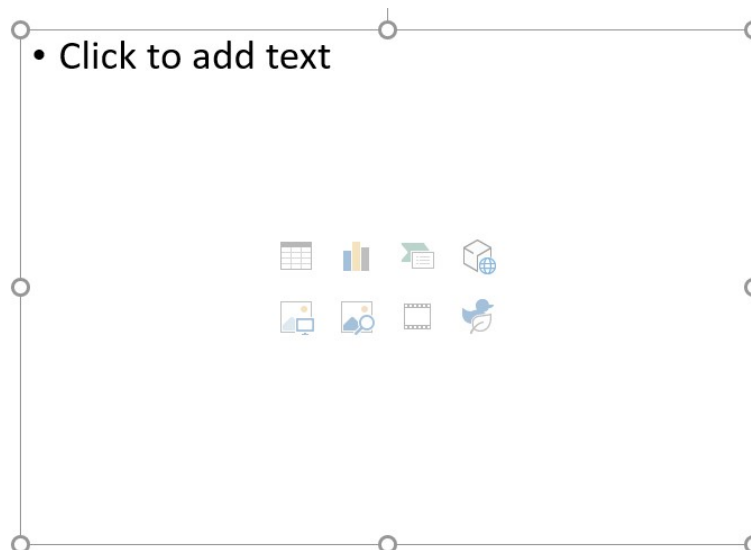

Figure 15: Insert Table Here

(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.

14. Name **two** tabs in PowerPoint that Word does NOT have. **Hint**: Look at PowerPoint's tabs on the screenshot given on the textbook page listed below.

(Pages: 883) (7.14 points)

Correct answer: (Example:) Transitions, Animations

Extra Credit

Word

15. Explain where you should click to:

    (a) Save the Word document for the 1st time (mention just **one** way.)

    (b) Open an <u>existing</u> Word document on your Windows 10 computer (mention just **one** way.)

    (Pages: 372 – 378, 544) (2.5 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".

16. The following text appears in a Word document:
    Yesterday, the President delivered a speech at the <u>United Nations</u> general assembly. When clicking on Ctrl and the words "United Nations", a web-page will open on the computer's browser. However, you don't want to keep this feature. How do you remove this clickability feature from the words "United Nations"? Mention **one** way. [**Note**: removing the underline and the blue color will NOT remove the feature!]

    (Pages: 530 – 531) (2.5 points)

    Correct answer: The clickability feature about which the question talks is called a "hyperlink" (the question didn't use the word hyperlink so that you won't be easily able to find the answer online! :)) To remove it, right-click over the text "United Nations" → click "Remove Hyperlink" to remove the hyperlink!

PowerPoint

17. (a) What is the name of the PowerPoint object appearing in the Figure 16?

    (b) Where do you need to click to delete/remove this object?

    (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.
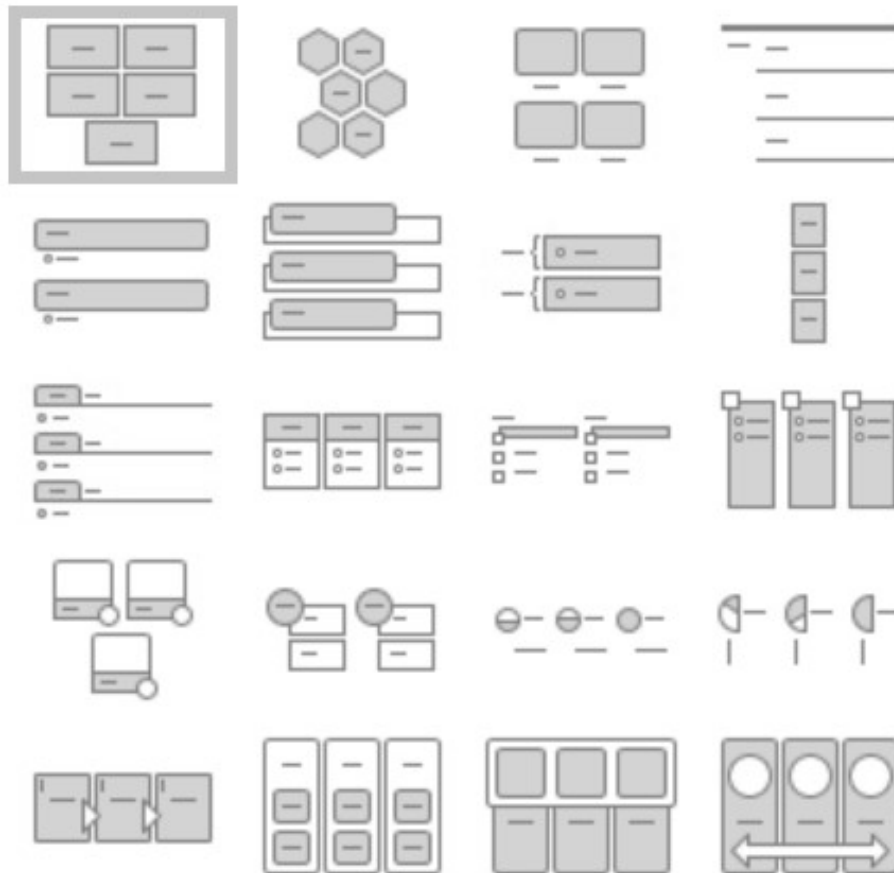
Click to add title

Figure 16: Object/Box

Figure 17: Many Options

18. If you click on any one of the squares in the picture in Figure 17, what will change in the PowerPoint presentation? Explain in general.

(Pages: 930 – 934) (2.5 points)

Correct answer: Clicking on one of these squares will add a SmartArt graphic to the presentation.

– End of Midterm Exam Solutions –