Midterm Exam Solutions

Word – Short Answer

1. 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) (7.14 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" \rightarrow click "Remove Hyperlink" to remove the hyperlink!

2. (a) Why does Word show a strange colorful underline in the phrase in Figure 1?

The girl eat this.

Figure 1: 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 "eat" should be corrected to "eats" because "girl" is singular, so Word warns you by drawing a blue double 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.]
- 3. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 2.
 - (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:



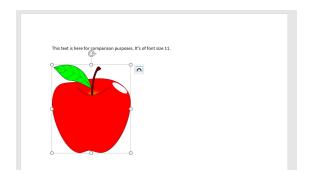
Figure 2: Window Area

- (a) This is the Quick Access Toolbar.
- (b) (For example:) The Save button saves the recent changes made to the Word document.
- 4. Mention **two** ways to change the zoom of a Word document to 100%.

(Pages: 370) (7.14 points)

Correct answer: Any 2 of:

- (a) View Tab \rightarrow Click the "100%" button.
- (b) Status Bar \rightarrow Click the or + buttons until 100% is displayed.
- (c) Drag the zoom slider until 100% is displayed.
- 5. Describe **one** way in which you can change the picture inside a Word document shown in Figure 3, "Apple: Before" to the picture shown in Figure 4, "Apple: After".



This text is here for comparison purposes, it's of font size 11.

Figure 3: Apple: Before

Figure 4: Apple: After

(Pages: 514 - 516) (7.14 points)

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.

6. 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.

7. Where should you click to change the text layout in picture 5, "My Text Layout: Before" to the one in the picture 6, "My Text Layout: After" inside a Word document?

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Figure 5: My Text Layout: Before

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Figure 6: 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 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".

PowerPoint – Short Answer

8. 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.

(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 \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.

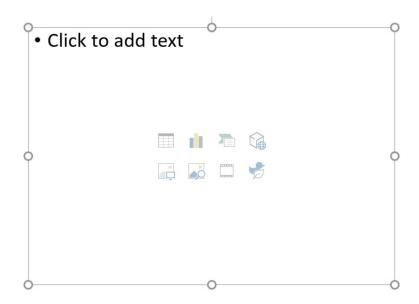


Figure 7: Insert Table Here

- 9. (a) What is the object displayed in Figure 8?
 - (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.
- 10. How do you change the layout of a slide to Title and Content? Mention **one** way.

(Pages: 902 - 903) (7.14 points)

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

11. The bulleted list in Figure 9, "My List" was converted into the object displayed in Figure 10, "My New List". Where should you click for this object conversion to occur? (**Hint**: what kind of object is displayed in Figure 10, "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.

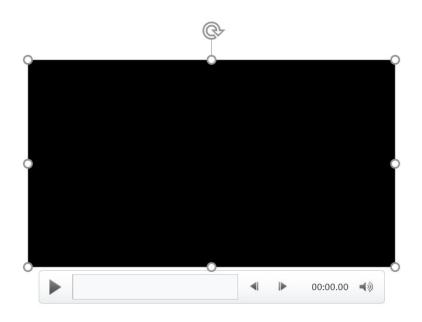


Figure 8: Object with Buttons

- ▶ About Word
- ▶ About PowerPoint
- ▶ About Excel, and
- ▶ About Access

Figure 9: My List

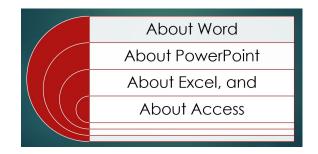


Figure 10: My New List

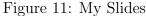
12. How can you enter a hyperlink into an existing text?

(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.

13. 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 11, "My Slides". Where should you click to change the Slides tab to the one in Figure 12, "My Slides: Changed"?





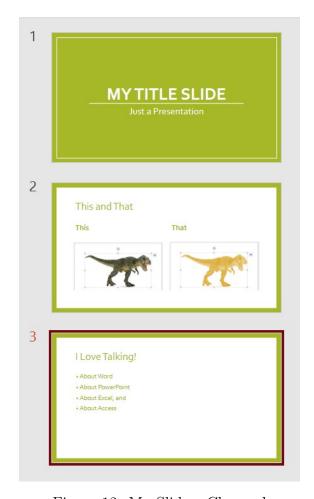


Figure 12: My Slides: Changed

(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!

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



Figure 13: Many Options

(Pages: 885 - 889) (7.14 points)

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

Extra Credit

Word

15. Explain **one** difference between a **.docx** Word file and a **.doc** Word file.

(Pages: 380 - 382) (2.5 points)

Correct answer: One of the following answers would suffice:

- A .docx Word file belongs 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.
- 16. Explain **one** way to open the Word Application on a Windows 10 computer.

(Pages: 365 - 366) (2.5 points)

Correct answer: Click the Start button \rightarrow scroll through the list of apps until the Word app name appears \rightarrow Click the Word app name to open the app.

PowerPoint

17. How can you insert a picture inside the object shown in Figure 14? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

(Pages: 921 - 924) (2.5 points)

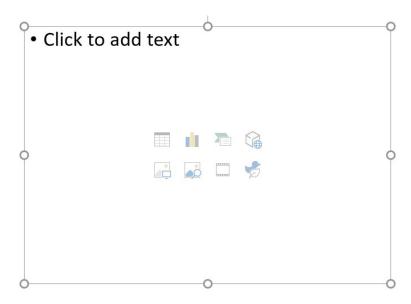


Figure 14: Insert Picture Here

Correct answer: This object is the Content Placeholder. Click the Pictures icon inside this content placeholder to open the Insert Picture dialog box \rightarrow Scroll through the list of files on the Desktop to find that picture \rightarrow double-click the name of this picture, which will insert it into the slide, thus replacing the placeholder.

18. Which button do you need to click to add the text pointed by the red arrows in Figure 15? (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.)

(Pages: 967 - 970) (2.5 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.

– End of Midterm Exam Solutions –

Just a Title



Figure 15: What is This