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."]
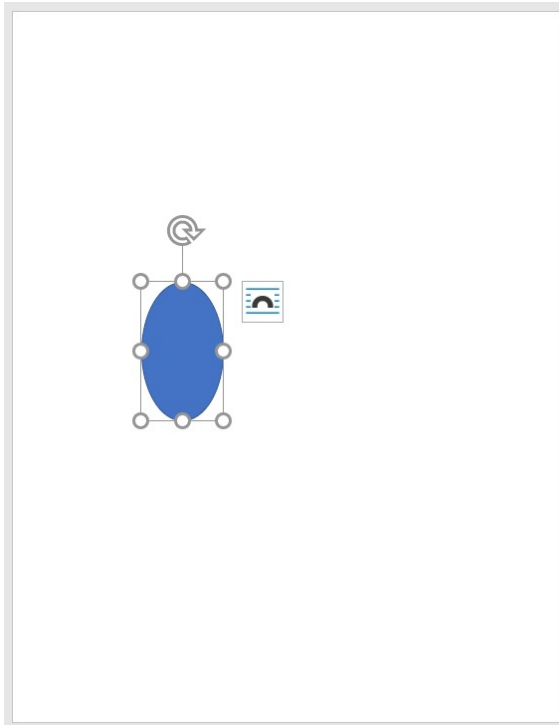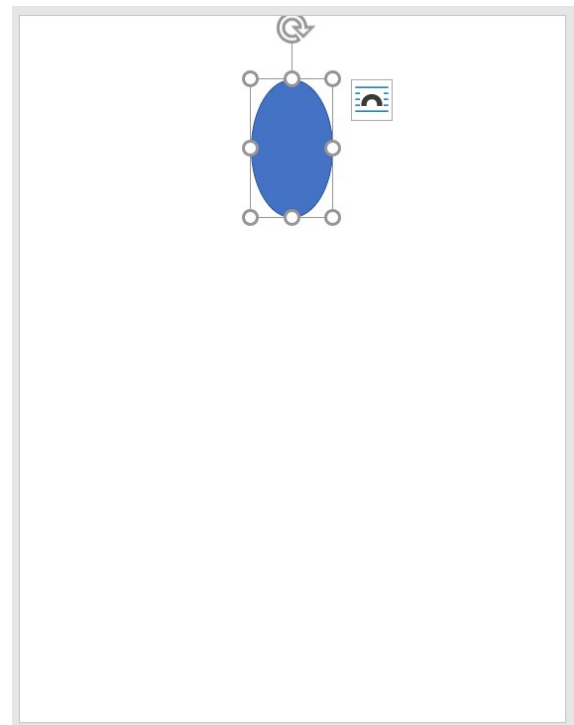

Figure 1: Added Oval Shape

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. 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".

(Pages: 514 – 516) (7.14 points)

Correct answer: Select the picture → 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.

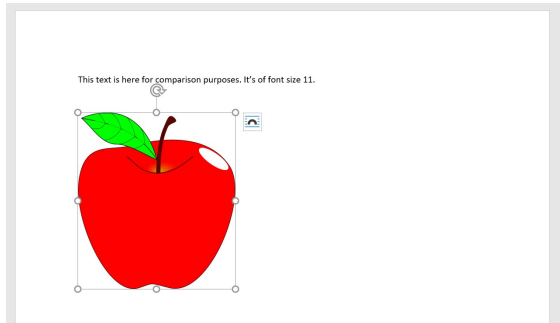3. What are the Rulers in Word used for? Describe **one** use.
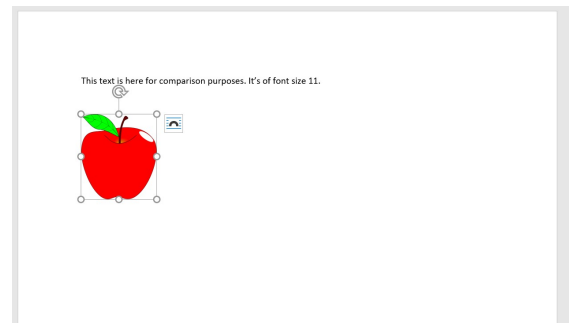
Figure 3: Apple: Before

Figure 4: Apple: After

(Pages: 454 – 459) (7.14 points)

Correct answer: The Rulers can help you creating first-line indentation in a research paper.

4. 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?
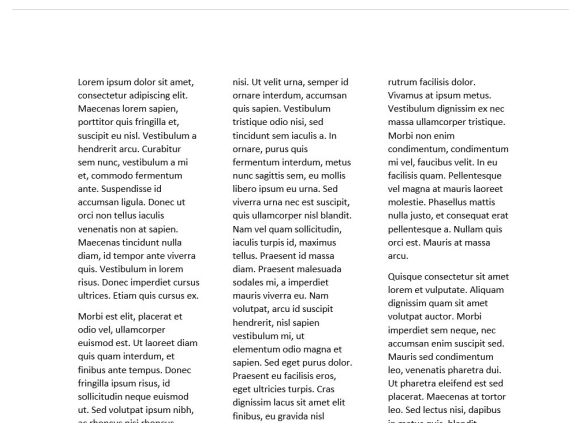

Figure 5: My Text Layout: Before

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 1 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".

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

Good morning!

to the following text:

<u>Good morning!</u>

(Pages: 390 – 391) (7.14 points)

Correct answer: Select the phrase → Click the Home Tab → Click the Underline (<u>U</u>) button

6. What does the button displayed in the Figure 7 do?

Figure 7: Multiple Pages

(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.

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 (Cmnd + 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. (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.

9. A non-square page can have one of two orientation types: portrait and landscape. Which one is the orientation type of a PowerPoint slide, and how can you tell by looking at the slide? **Note**: The cheat-sheet page describes the orientation of an Excel page, but the same idea applies to the orientation of a PowerPoint slide.

(Pages: 770) (7.14 points)

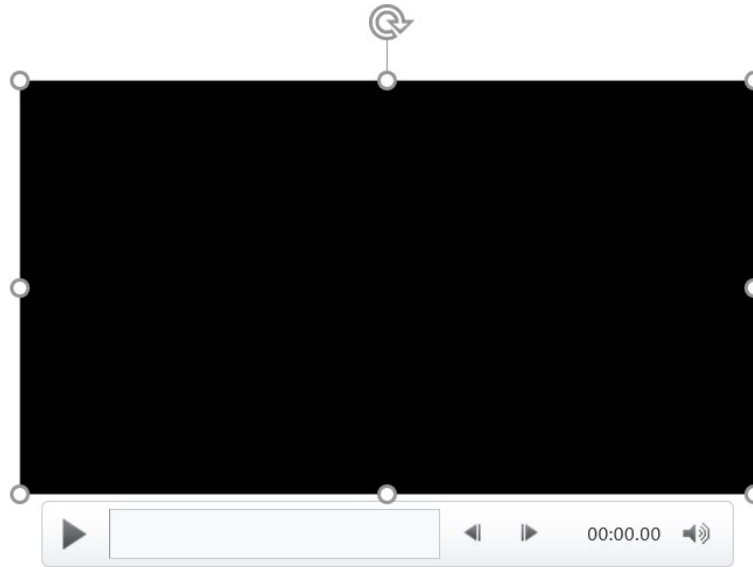**Correct answer:** Landscape because the width of a slide is longer than its height.

Figure 8: Object with Buttons

10. If you were to click on an option from the menu in the Figure 9, what kind of object would be added to the PowerPoint slide?

    (Pages: 1116 – 1123) (7.14 points)

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

11. 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.

12. Where do you need to click to change the table in Figure 12, "Table: Before" to the table in Figure 13, "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.

13. If you click on any of the options shown in Figure 14, what object will change on the PowerPoint slide, and how?
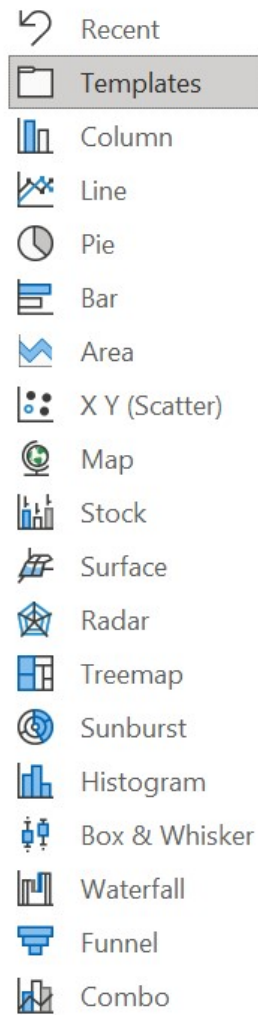
    (Pages: 1074 – 1078) (7.14 points)

Figure 9: Long Menu

Figure 10: Three Shapes

Figure 11: Three Shapes: Changed

Figure 12: Table: Before
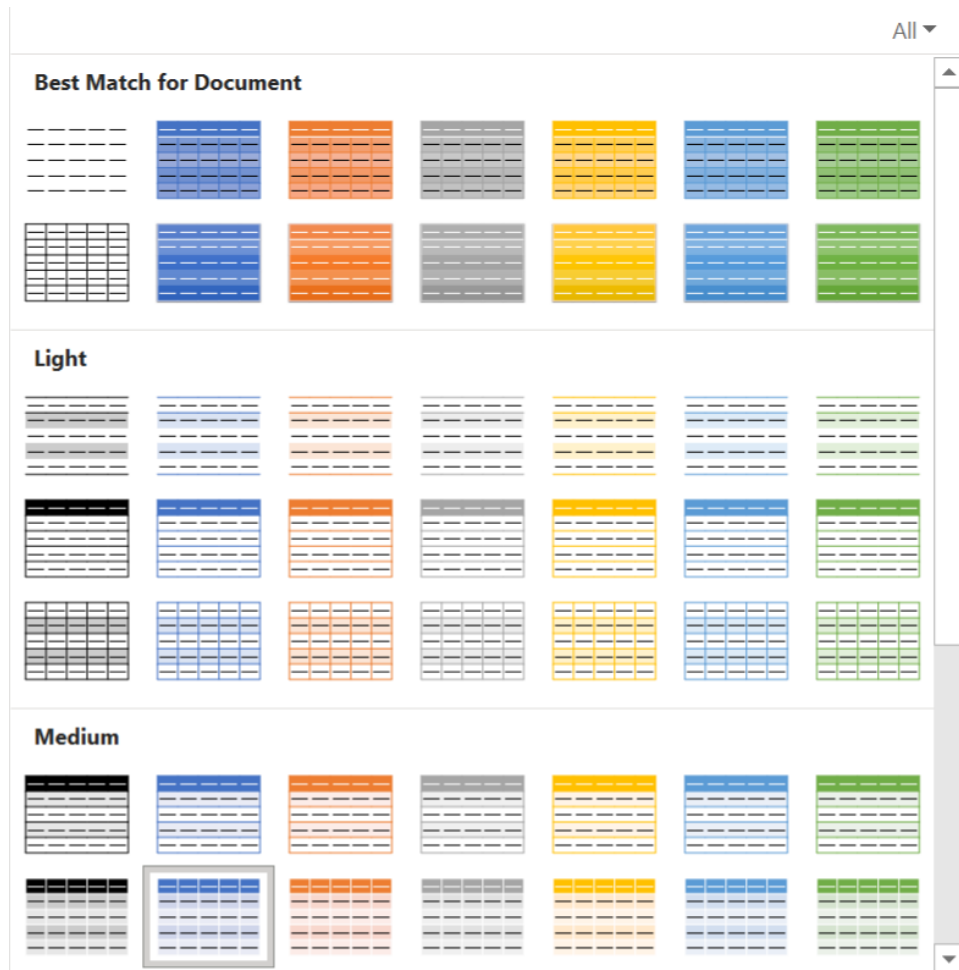

Figure 13: Table: After

Figure 14: 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".

14. The bulleted list in Figure 15, "My List" was converted into the object displayed in Figure 16, "My New List". Where should you click for this object conversion to occur? (**Hint**: what kind of object is displayed in Figure 16, "My New List"?)
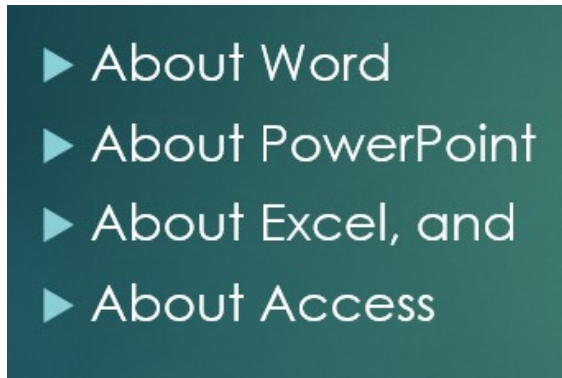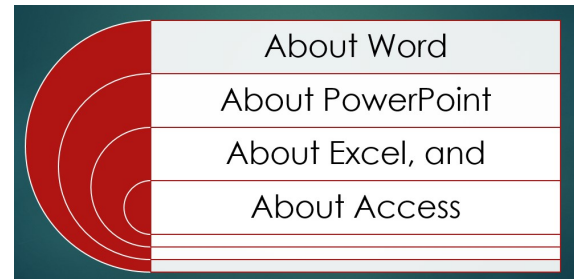

Figure 15: My List

Figure 16: 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.

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. Using Word, you are writing an MLA paper for your English class. The MLA format requires you to create a page header. Describe the steps of creating a blank header in a Word document. (Don't write about how you add your last name and page number.)

    (Pages: 470 – 473) (2.5 points)

    Correct answer: Insert tab → Header button → Blank option

PowerPoint

17. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 17? Your answer must use the box shown in that Figure.
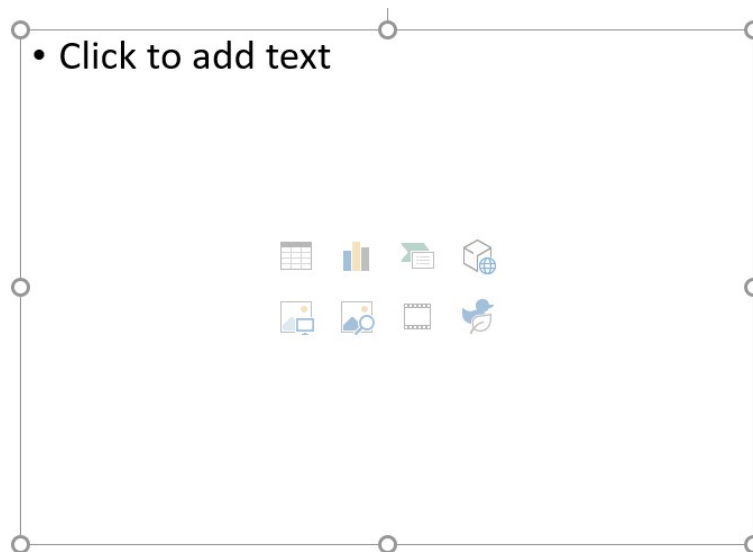

Figure 17: Insert Table Here

    (Pages: 1055 – 1059) (2.5 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.

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

    (Pages: 524 – 529) (2.5 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.

<div align="center">– End of Midterm Exam Solutions –</div>