

# Midterm Exam Solutions

## Word – Short Answer

1. Where should you click to change the text layout in picture 1, “My Text Layout: Before” to the one in the picture 2, “My Text Layout: After” inside a Word document?

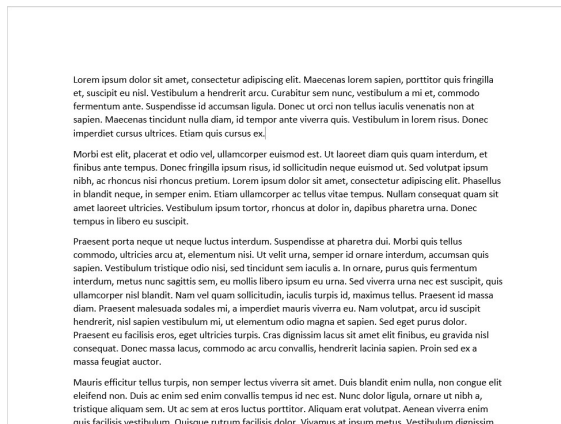


Figure 1: My Text Layout: Before

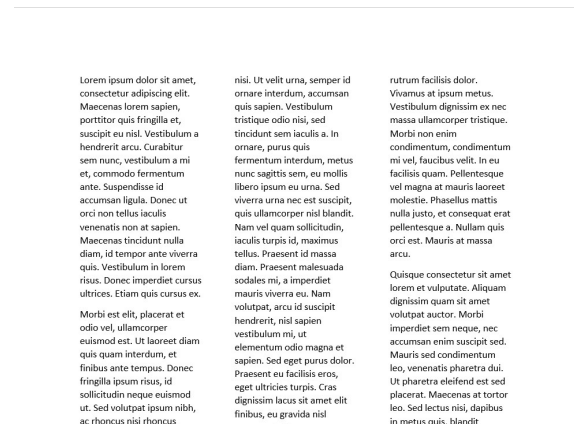


Figure 2: My Text Layout: After

(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”.

2. 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.

3. Which button in Word should you click to change the 3 paragraphs:

My name is Jane.

I love cats.

I also love pizza.

to:

- My name is Jane.
- I love cats.

- I also love pizza.

(Pages: 438 – 441) (7.14 points)

**Correct answer:** Select the paragraphs → Click the Home Tab → Click the Bullets button

4. Where should you click to change the table in Figure 3, “Table: Before” to the one in Figure 4, “Table: After”?

Column 1	Column 2
Info	Info
Info	Info

Figure 3: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 4: 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.

5. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 5.



Figure 5: Window Area

- (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 Quick Access Toolbar.
- (b) (For example:) The Save button saves the recent changes made to the Word document.

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

Good morning!

to the following text:

Good morning!

(Pages: 399 – 401) (7.14 points)

**Correct answer:** Select the phrase → Click the Home Tab → Click the Font Color arrow → Click on the Blue color

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

(Pages: 380 – 382) (7.14 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.

### PowerPoint – Short Answer

8. If you click on any of the options shown in Figure 6, what object will change on the PowerPoint slide, and how?

(Pages: 1074 – 1078) (7.14 points)

**Correct answer:** The style of the table on the PowerPoint slide will change to the one that you click among the “Many options”.

9. (a) What is the name of the PowerPoint object appearing in the Figure 7?

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

(Pages: 880 – 883) (7.14 points)

**Correct answer:**

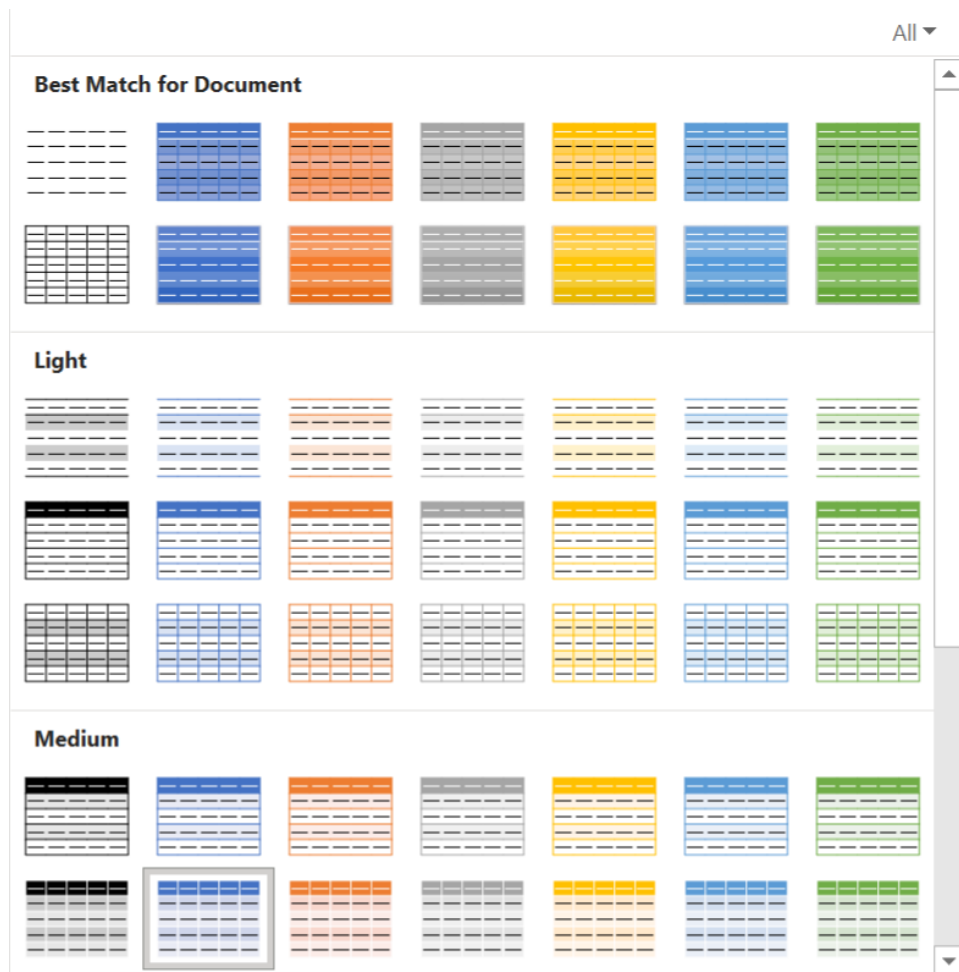


Figure 6: Many options

Click to add title

Figure 7: Object/Box

- (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.
10. If you were to click on an option from the menu in the Figure 8, what kind of object would be added to the PowerPoint slide?

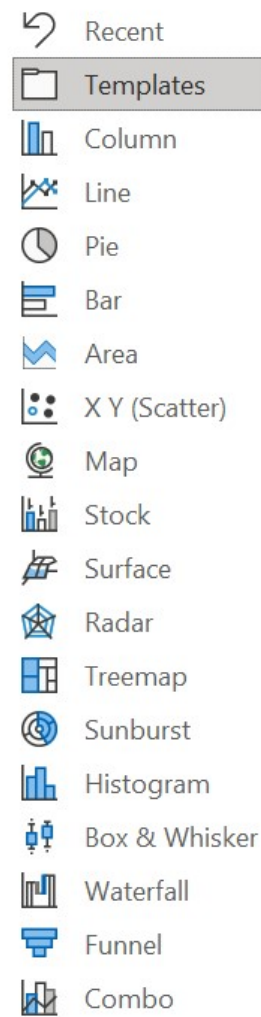


Figure 8: Long Menu

(Pages: 1116 – 1123) (7.14 points)

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

11. You are editing a bulleted list. What happens when you click on the button in the image in Figure 9?



Figure 9: Button with Arrow

(Pages: 443 – 446) (7.14 points)

**Correct answer:** When you click on this Increase List Level button, the item in the list changes its importance to 2nd level point, 3rd level point, etc.

12. You 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 10, “My Slides”. Where should you click to change the Slides tab to the one in Figure 11, “My Slides: Changed”?



Figure 10: My Slides



Figure 11: My Slides: Changed

(Pages: 907 – 908) (7.14 points)

**Correct answer:** Click on Slide 2 in the Slides tab/area → Drag it below the Slide 3 → When you notice that Slide 3 move above Slide 2, release the mouse. Now, the two slides exchanged their order!

13. Which button do you need to click to add the text pointed by the red arrows in Figure 12? (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.)

Just a Title

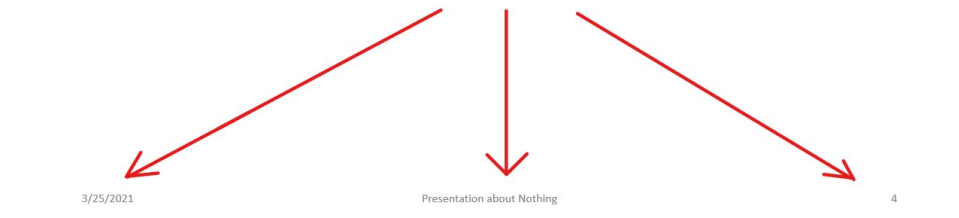


Figure 12: What is This

(Pages: 967 – 970) (7.14 points)

**Correct answer:** Click the Insert Tab → Click the “Header & Footer” button → Check the “Date and time” box → Click on the Fixed radio button → Check the “Slide Number” box → Check the “Footer” box → Type: “Presentation about Nothing” → Click the “Apply to All” button to insert this footer.

14. How can you insert a picture inside the object shown in Figure 13? 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.

## Extra Credit

### Word

15. Where should you click to change the watermark in the picture 14, “Watermark: Before” to the watermark in the picture 15, “Watermark: After”?

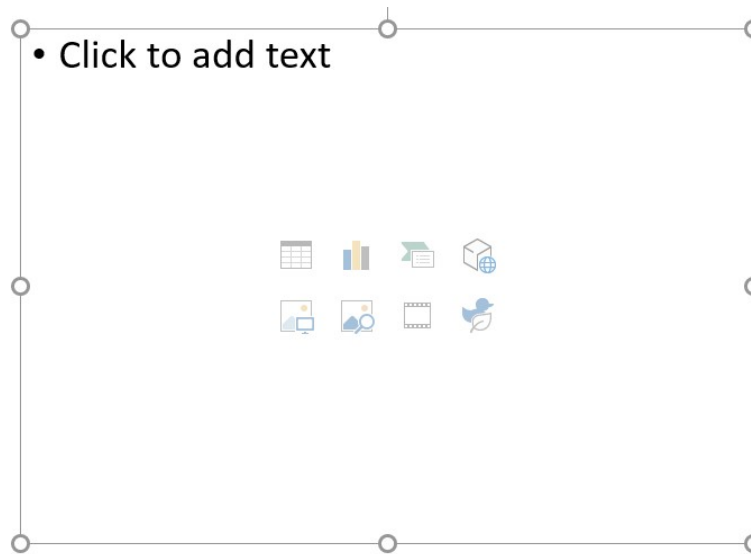


Figure 13: Insert Picture Here

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Figure 14: Watermark: Before

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Figure 15: 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.

16. In Word, where should you click to change the Margin size of the document to 0.5 inches all across?

(Pages: 772 — 774) (2.5 points)

**Correct answer:** Layout Tab → Margins button → Click the “Narrow” option.

## PowerPoint

17. 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) (2.5 points)

**Correct answer:** (Example:) Transitions, Animations

18. The bulleted list in Figure 16, “My List” was converted into the object displayed in Figure 17, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 17, “My New List”?)

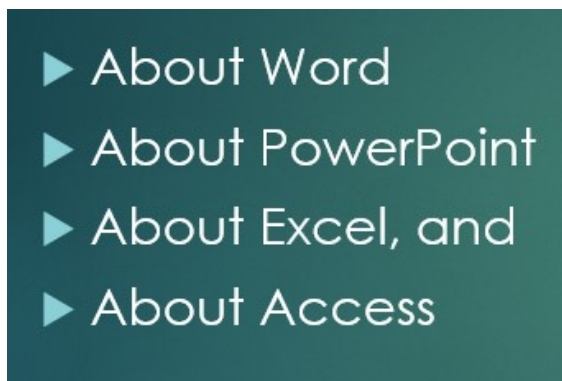


Figure 16: My List

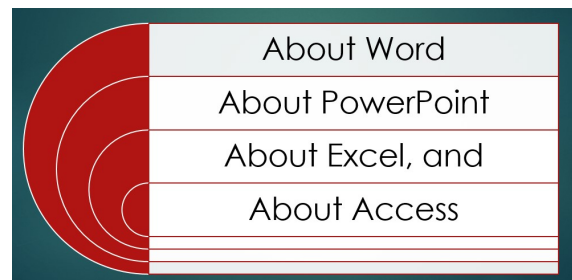


Figure 17: My New List

(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.

– End of Midterm Exam Solutions –